BBK 53.2 – QuickBooks Level 2

Section 1654 – Course Syllabus

Welcome

You will find this nine-week online course to be fun as well as packed full of information.

Since this is a quick course, the organization of the course has been made as simple as possible. Each week, you should follow the directions on the weekly assignment page, which generally follow this pattern:

1. Read the textbook lesson for the week
2. Read the instructor's notes
3. View videos (optional)
4. Submit assignment(s) for the week
5. Take the online quiz
6. Post your comments in the Discussion Forum, when required

Course Description

This course is designed to teach the advanced applications of QuickBooks Online accounting software for the office professional. Topics include setting up company books, preparing journal entries, creating reports, budgeting, advanced payroll features, tracking tax information, preparing estimates, job costing, maintaining data, solving problems and year end closing procedures.

[BBK 53.2 - Course Outline of Record](#)

Duration: October 17 - December 16 (9 weeks)
Units: 1.5
Grade Code: Graded course with P/NP option
Recommended Prerequisite: Complete of or concurrent enrollment in BBK 53.1

Course Content and Objectives
Students will be able to:
1. Journal entries
2. Voiding and deleting transactions
3. Writing and editing letters
4. Memorizing transactions
5. Customizing forms
6. Processing payroll
7. Tracking billable expenses
8. Recording adjustments and performing year-end procedures
9. Entering estimates and processing progress invoices
10. Preparing budgets and Creating forecasts

Student Learning Outcomes

- Establish, modify, and maintain a complete set of books for a small business.
- Use advanced features such as estimates, time tracking, memorized transactions, budgets, QuickBooks letters, and year-end closing.
- Prepare financial statements and reports.

Class Meetings

This is a 100% online class and there are no required in person meetings.

Instructor Contact

Pamela Darling-Facio
Email: pdarling-facio@santarosa.edu
Phone: 707-527-4999, ext. 9600
Online Office Hours: Wednesdays 5:00 – 7:00 pm and Fridays 9:00 – 10:00 am
I respond to emails with 24 hours.

Course Website

Students will use the Canvas course web site for assignment instructions, submitting assignments, taking quizzes, sharing resources, and viewing grades.

Textbook

There is required text in this class, and it would not be possible to complete the class without the text. The text also provides access to QuickBooks online, with an .edu email address.

- Title: QuickBooks Online: Comprehensive, Academic Year 2022-2023
- **Print textbook (includes ebook + eLab)**
- Publisher: Labyrinth Learning
- Author(s): Patricia Hartley
- **ISBN: 978-1-64061-371-3**

OR

- Title: QuickBooks Online: Comprehensive, Academic Year 2022-2023
- **Digital (ebook + eLab: instant access)**
- Publisher: Labyrinth Learning
- Author(s): Patricia Hartley
- **ISBN: 978-1-64061-372-0**

Textbook Purchases at SRJC Bookstore
You can locate and order textbooks online via the [SRJC Bookstore](). Note that if you want to pick your books up in Petaluma, you need to order them from the Petaluma Bookstore website.

You can also order online from the publisher but be sure you allow adequate time for delivery!

1. Visit the publisher's website at: Labyrinth Learning Web Site
2. Type the ISBN for either the print or eBook edition in the search box and click Search.
3. Follow the instructions to add the item to your cart and complete the checkout process.

Required Software

To be successful in the class, you will need to have access to QuickBooks Online. As a student at SRJC, you can obtain access to the online version of QuickBooks from Intuit Education.

As a student, you may be eligible for a trial version of QuickBooks from Intuit. SRJC cannot provide technical support for this version and all questions about it should be addressed by Intuit. Student verification if required and if you plan on using this option, be sure you sign up for the desktop version and not the online version as the online version will not work for this course.

Intuit Educational Program

Computer Labs

QuickBooks Online is available on both the Santa Rosa and Petaluma Campuses. In Santa Rosa you can use the Maggini Hall Computer Lab in room 2811. In Petaluma you will use the computer lab in Call Hall.

NOTE: Due to COVID-19, computer labs may not be open and/or may have reduced hours. Please check the lab schedule before attempting to work on campus.

Important Dates

- October 17 - Class begins
- October 22 - Last day to drop with a refund
- October 28 - Last day to drop without a W
- November 2 - Last day to opt for Pass/No Pass
- December 2 - Last day to drop with a W
- December 16 - Last day of class

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

Pass-No Pass (P/NP)

You may take this class P/NP. You must decide before the deadline and add the option online or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. A "Q&A Forum" is also on Canvas to ask for assistance of your classmates or of instructor.

Attendance

Although this is an online course, your "attendance" in class is mandatory. The factors that make up "attendance" include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates stated on the Class Schedule.

- It is the student's responsibility to opt for a P/NP (Pass/No Pass) grade.
- It is the student's responsibility to drop this course by the drop date(s) listed in this Syllabus.
- Students who have not submitted assignments or contacted me by October 29 will be dropped by the instructor as No Shows.

Late Policy

All assignments are due by 11:59 pm on the due date shown in the Modules link. You can submit an assignment before the due date, but, if you submit an assignment after the due date, a 10% penalty will be deducted from the points possible for each day the assignment is late, up to a 50% deduction. Assignments will not be accepted after the last day of class (listed in the online schedule of classes) for any reason.

Quizzes and Exams

There will be weekly quizzes based on information in the text, lecture notes, and assignments. There is no final exam in this course. Students will complete a final assessment project using QuickBooks.

You must take the quizzes by the deadlines; quizzes cannot be submitted late. The computer turns off the tests at midnight of the due date; however, if you are in the middle of the test at midnight, the computer will allow you to submit the quiz. No makeup of quizzes is allowed. If a quiz is not taken, "0" points will be assigned.

Unless you have a notice of accommodation from Disability Resources, you will have 20 minutes to complete the quiz. Be sure you have time to complete it before you click the link below. Once you click the quiz link you must complete the quiz.

Most questions must be manually graded so don't panic when you don't see points for a question that is correct. I can only insert a few correct choices but rest-assured, I will look at each and every question before submitting the final grade for the week. You will know when I have entered the final grade because I will leave a comment in the quiz for you.

Grading Policy

There will be several assignments due each week along with a quiz and communication assignment. Assignments are worth five points each, quizzes are worth ten points, and communication postings are worth five points. You will also complete a midterm and final project. Visit the "Grades" in Canvas to keep track of your grades. I grade several times each week and post grades and comments on the online Canvas gradebook.

- Assignments – 50%
- Quizzes – 20%
- Discussion Postings – 5%
- Final – 25%

Grades will be assigned as follows:

Grade	Percentage
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 59 %

If taking Pass/No Pass you need at least 70% of the total class points and complete the midterm exam and the final exam to pass the class.

All students are expected to do their own work and save documents to their individual disk. Students copying or claiming the work of others as their own will be given an F (zero points) for the assignments.

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the Student Code of Conduct page.

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:
SRJC Writing Center Lessons on avoiding plagiarism
SRJC's policy on Academic Integrity

Disability Resources

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (707-527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion. You can visit the Disability Resources web page by clicking below: [Disability Resources Web Page](#)