

# BBK 53.2 – QuickBooks Level 2

## Section 1654 – Course Syllabus

### Welcome

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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

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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 20 - December 19 (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. Create journal entries
2. Void and delete transactions
3. Write and edit letters
4. Work with memorized transactions
5. Customize forms
6. Process payroll
7. Track billable expenses
8. Record adjustments and perform year-end procedures
9. Enter estimates and process progress invoices
10. Prepare budgets and create forecasts

## Student Learning Outcomes

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- 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

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

## Instructor Contact

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### Pamela Darling-Facio

Email: [pdarling-facio@santarosa.edu](mailto: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

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

## Textbook

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There is a 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 2025-2026
- **Print textbook (includes ebook + eLab)**
- Publisher: Labyrinth Learning
- Author(s): Patricia Hartley
- **ISBN: 978-1-64061-613-4**

OR

- Title: QuickBooks Online: Comprehensive, Academic Year 2025-2026
- **Digital (ebook + eLab: instant access)**
- Publisher: Labyrinth Learning
- Author(s): Patricia Hartley
- **ISBN: 978-1-64061-614-1**

### 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.

### Online Purchases

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

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This course uses QuickBooks Online, from Intuit. You will receive information about setting up your QuickBooks Online account after class begins. Please do not set up an account before class begins. I will send you an email with a link to join our class site and access the file you need to begin creating your company file.

### Computer Labs

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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.

Please check the [lab schedule](#) before attempting to work on campus.

### Important Dates

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- October 20 - Class begins
- October 25 - Last day to drop with a refund
- October 31 - Last day to drop without a W
- December 5 - Last day to drop with a W
- December 19 - Last day to opt for Pass/No Pass
- December 19 - Last day of class

### Dropping the Class

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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)

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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**

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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**

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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 31 will be dropped by the instructor as No Shows.

## **Late Policy**

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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**

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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

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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

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### What is Academic Integrity?

Academic integrity means honesty in academic work. All your coursework should be a result of your own efforts. I understand you can often feel pressured and overwhelmed by the demands of school, work, and personal commitments. It is still expected that you will approach your work with honesty and integrity. While I recognize that mistakes can happen, violating the college's academic integrity policies may compromise your academic career. You would also be devaluing your resulting degree or certificate when you enter the workforce or transfer and cannot meet the expectations that your degree or certification requires.

Collaborating on or copying quizzes or assignments in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that quiz or assignment. Late work is allowed in this class so please take the time you need to complete your work to the best of your

ability. A late penalty will apply to any work submitted after the due date, but some points are a lot better than none.

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. At SRJC, you have both rights and responsibilities as a student. Please take a few minutes to read the [Academic Integrity Student Rights and Responsibilities web page](#).

### Advice

Here are some quick tips, adapted from [What is Academic Integrity?](#) (Massachusetts Institute of Technology, 2018):

### What to Do

- Trust the value of your own intellect.
- Demonstrate your own achievement and abilities.
- Do original work for each class.
- Undertake research honestly and credit others for their work.
- Ask for help from me, or for more time if you need it!

### What Not to Do

- Use work from a prior semester, even if you created it.
- Ask another student to do your work for you.
- Purchase assignments or use AI tools to complete your work.
- Take an exam or complete an assignment for another student.

## Disability Resources

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Students with disabilities who believe they need accommodation 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](#)