Course Number: ACNT 6015

Course Title: QuickBooks – Certified User Exam Prep

Course Description: A QuickBooks Certified User (QBCU) is an individual who has learned how QuickBooks works and wants to prove their skills to the world. This course is designed to help prepare you for the Intuit QuickBooks Certified User Exam from Certiport. In this class we will review what we’ve learned from the Beginner to Advanced classes and prepare for the actual exam.

Suggested Course Prerequisite(s): QuickBooks Advanced or equivalent experience

Course Resources:
Textbook(s): OPTIONAL
QuickBooks Pro 2014: Level I with 140 day Trial Software
ISBN: 978-1-59136-688-1
Publisher: Labyrinth Learning
QuickBooks Pro 2014: Level 2
ISBN: 978-1-59136-689-8
Publisher: Labyrinth Learning

Student Learning Outcomes:
1. Review and Prepare for the Certiport Exam
2. Sign Up and Register
3. Practice, Practice, Practice Test

Certification Notes:
Next course recommendation: N/A

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.
Lesson Plan – by week or session:

**Session 1:** Introductions
  - Exam Discussion: Certiport Registration and Exam Enrollment Procedures
  - Practical Exercises

**Session 2:** Intermediate and Advanced Course Review: Payroll, Reports, Basic Accounting and Customization
  - Practical Exercises
  - Q&A

**Session 3:** Skills Reinforcement Project
  - Practice Exam

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.