

QuickBooks Complete

Course Syllabus

Instructor: Diane Folsom

Course Description

QuickBooks: Comprehensive reviews all small-business-related accounting needs. In Unit 1: Essential Skills, students are introduced to QuickBooks and basic file-management tasks necessary for mastering the essentials, including setting up a company file, working with customers and vendors, and using banking tasks in QuickBooks. In Unit 2: Advanced Skills, students learn how QuickBooks deals with inventory, how to work with balance sheets and accounts, how to run payroll, how to work with estimates and time tracking, and how to customize a variety of QuickBooks reports and forms. Unit 3: Additional Skills, covers all stages of the accounting cycle, reviews GAAP, covers the use of classes in QuickBooks, and reviews how to produce statements, make general and inventory adjusting journal entries, and close the books in QuickBooks.

Course Objectives

By the end of this course, you will be able to:

- Discuss basic accounting principles
- Create a customer file and complete customer and vendor transactions
- Use QuickBooks banking features
- Complete various physical inventory tasks
- Use QuickBooks for payroll
- Customize reports and create custom templates
- Much more!

Course Text

- **Title:** QuickBooks Pro 2014: Comprehensive
- **Authors:** Trisha Conlon
- **Publisher:** Labyrinth Learning
- **Price:** Included with the purchase of the course

Work Standards

- Please arrive on time for each class meeting.
- Please notify me if you must leave early for any class session.
- Follow the ground rules of the course.

Ground Rules

- **Two-minute Rule:** When you work at the computer, don't struggle with a task that is not working for more than two minutes before asking for help.
- **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
- **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

Contact Information

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