Accounting & Bookkeeping with QuickBooks Course

72 Hours

Course Description

In as little as twelve weeks, Towson University’s Accounting and Bookkeeping with QuickBooks Course provides you with the skills needed to qualify for many accounting and bookkeeping positions, including:

- Accounts receivable associate
- Bookkeeper (general)
- Accounts payable associate
- Bookkeeper (full-charge)
- Payroll associate
- Accounting assistant
- Billing clerk
- Office assistant
- Inventory clerk
- Night auditor

During this course you will learn:

- Fundamental accounting and bookkeeping concepts. This includes types of accounts, double-entry bookkeeping, journals, ledgers, the trial balance and the different types of financial statements.
- The complete accounting cycle. This includes how to record different types of transactions, prepare payroll, record adjusting entries, and how to prepare the general ledger, the trial balance and the financial statements.
- How to handle typical accounting issues of small to mid-size organizations, and the accounting practices in a wide range of industries.

Computer Training Sessions:

During computer training sessions you will learn how to use QuickBooks, the most popular accounting program for small and mid-sized organizations.

Additionally, you will have the option to learn Microsoft Excel and other accounting software programs at no additional charge.
## Course Outline

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<th>MODULE</th>
<th>TOPICS COVERED</th>
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| 1: Core Concepts and Accounting Records (Classes 1–6) | • Overview of the program. Introduction to financial statements and the accounting equation.  
• Financial statements and the accounting equation exercises and problems. Types of business entities: Proprietorships and partnerships.  
• Types of business entities (continued): ‘C’ and ‘S’ corporations and limited liability companies.  
• Introduction to double-entry Bookkeeping.  
• The sales journal and the accounts receivable subsidiary ledger.  
• The purchase journal and the accounts payable subsidiary ledger.  
• Payroll laws and regulations. The Payroll journal and the payroll subsidiary ledger.  
• The payroll journal and Subsidiary ledger (continued). Payroll tax laws, payroll deposits, and federal and state tax forms.  
• Proper classification of employees and Independent contractors. Procedures for the payment of payroll liabilities.  
• The cash receipts and cash disbursements Journals.  
• Depreciation techniques, bank reconciliations, and ways of calculating cost of goods sold.  
• Full-charge bookkeeping practice set: the purchase, cash disbursements and payroll journals and subsidiary ledgers.  
• Full-charge bookkeeping practice set: the sales, cash receipts and general journals and subsidiary ledgers.  
• Full-charge bookkeeping practice set: accruals, deferrals and other adjusting entries, the trial balance worksheet and financial statement preparation.  
• Resume preparation, and resources and techniques for obtaining employment. |
| 2: Payroll and Full-Charge Bookkeeping (Classes 7–14) |  |
| 3: Additional Topics and Certification Exam Review (Classes 15–20) | • Accounting for the disposal of fixed assets, closing the books at the end of the year, and the post-closing trial balance.  
• The cash versus the accrual-basis of accounting, and setting up a record-keeping system.  
• Transactions between an organization and its owners, and correcting or creating the accounting records for an ongoing business.  
• Accounting for contractors, including different methods of accounting for jobs in progress and progress billings.  
• Construction accounting full-charge bookkeeping practice set.  
• Typical small business tax forms and methods of calculating self-employment taxes. Review for bookkeeper certification exam. |
• Recording customer returns and credits, bad debts, customer statements, charging sales tax. Setting up vendors, entering and paying bills, applying vendor credits, using company credit cards, completing a bank reconciliation, the reports menu.  
• Understanding items in QuickBooks, recording inventory sales, purchases and adjustments. Payroll module and employee setup, paying employees, paying payroll taxes.  
• Company file setup, entering opening balances, adjusting entries, voiding, deleting and memorizing transactions, year-end procedures. Review for QuickBooks Certified User exam. |