Online Accounting & Bookkeeping: Professional Bookkeeping with QuickBooks Course

120 Hours / 6 Months

Course Description
Prepare for a career in the high-demand field of bookkeeping as you master QuickBooks 2019—the leading financial software tool for small businesses. By the end of this course, you'll be an expert in everything from basic accounting to double-entry bookkeeping. Hands-on activities will help you learn skills including handling accounts receivable and accounts payable, accounting for fixed assets and recording and maintaining inventory accounts. In addition, you'll gain the knowledge you need to ensure that your accounting methods meet all legal standards. This course includes QuickBooks 2019 Desktop Pro software in your enrollment.

What You Will Learn

- Perform basic bookkeeping equations
- Set up and utilize QuickBooks 2019
- Enter data accurately
- Manage bookkeeping
- Use double-entry accounting

Hardware Requirements

- This course must be taken on a PC. A Mac is not compatible.

Software Requirements

- Windows 7 or later (it's strongly recommended to have the latest operating system for an optimal experience).
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
- QuickBooks Desktop Pro 2019 Software (included in enrollment).
- Microsoft Office or equivalent (not included in enrollment).
- Adobe Flash Player. Click here to download the Flash Player.
- Adobe Acrobat Reader. Click here to download the Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email.
# Course Outline

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<th>MODULE</th>
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| 1: QuickBooks Basics | • Welcome to QuickBooks  
• Working with Company Files  
• Securing your Company Files |
| 2: Bookkeeping Building Blocks | • Bookkeeping Defined  
• The Journal, the Ledger, and Special Journals |
| 3: Preparing the Company File | • The Chart of Accounts  
• Company Lists |
| 4: Cash and Fixed Asset Transactions | • Bank Accounts and Cash Transactions in QuickBooks  
• Fixed Assets and Depreciation in QuickBooks |
| 5: Understanding Accounts Payable | • Accounts Payable I  
• Accounts Payable II |
| 6: Reviewing Accounts Receivable | • Accounts Receivable I  
• Accounts Receivable II  
• Accounts Receivable II  
• Batch Invoicing and Creating Letters |
| 7: Managing Inventory Transactions | • Introduction to Inventory and Customer Estimates  
• List Items and Inventory in QuickBooks  
• Ordering and Selling Inventory in QuickBooks  
• Vendor Discounts and Credits and Adjusting Inventory in QuickBooks  
• Tracking Price Levels and Customer Discounts in QuickBooks  
• Working with Customer Balances |
| 8: Closing the Books and Reporting in QuickBooks | • Closing the Books and Reporting  
• Your Career Roadmap  
• Communication and Organization |