Course Title:  Beginning QuickBooks

Course Description:
Learn how to use QuickBooks to make your bookkeeping easy and insightful. Manage basic tasks quickly and effectively, increase efficiency and accuracy, and organize information for financial management.

Course Prerequisite(s):
Familiarity with computer keyboarding and Windows™

Course Objectives:
1. Create a new company and its chart of accounts
2. Set up, edit and add to lists.
3. Write and print checks and make deposits
4. Create Invoices and cash sales receipts and post the payment received.
5. Enter and pay bills
6. Reconcile Bank Accounts

Textbook(s):
QuickBooks Learning Guide 2008
Craig; Intuit

Lesson Plan – by week or session
Session 1:  Introductions and syllabus. Student Data Forms. Creating a new company and set up of chart of accounts and other lists.
Session 2:  Write and print checks and make deposits. Create Invoices.
Session 3:  Create Invoices and sales receipts and post payments
Session 4:  Enter and Pay Bills. Reconcile Bank Statements
Student Evaluation of Instruction
Exercises and questions