Course Title: Intermediate QuickBooks

Course Description:

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

Course Objectives:
1. Setting up Assets and Liabilities
2. Memorizing transactions and reports that are recurring
3. Generate Estimates and Progress Invoicing
4. Customize templates and reports and create QuickBooks letters.
5. Process Payroll and payroll taxes and necessary forms for IRS

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

Lesson Plan – by week or session
Session 1: Introductions and syllabus. Student Data Forms.
   Set up assets and liabilities. Memorize transactions and reports that are recurring.
Session 2: Generate Estimates and Progress Invoicing, Customize templates and reports and create QuickBooks letters.
Session 3: Process Payroll and Sales Tax and all the forms for the IRS
Session 4: Make journal entries, problem solving, evaluation, quiz, short cuts for getting around easier in QuickBooks, time for questions.

1/2/2008