Course Title: 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
2. Set up customers, vendors, account charts and invoices
3. Use accounts receivable and payable
4. Print checks
5. Generate monthly reports

Textbook(s):
Quickbooks Learning Guide 2007
Craig; Intuit

Lesson Plan – by week or session
Session 1: Introductions and syllabus. Student Data Forms.
   Creating a new company
Session 2: Customers, vendors, account charts, invoices
Session 3: Accounts receivable
   Accounts payable
Session 4: Monthly reports
   Student Evaluation of Instruction