Prerequisite(s): Windows and some experience working with Excel. Some prior bookkeeper experience is helpful.

**Required Materials/Texts:**

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<th>Description</th>
<th>ISBN</th>
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<tr>
<td><em>Get Smart with QuickBooks for Windows</em></td>
<td>978-0-988445864</td>
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<td>Internet access is required.</td>
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**Course Description:** Learn the fundamental skills of effective bookkeeping as well as how to use QuickBooks on a remote computer, gaining hands-on experience in cloud computing – the way that bookkeeping is being performed both now and in the future. Learn to work with general ledger, assets, liabilities, equity accounts, balance sheets, and income statements. Compute and record basic book and tax depreciation. Manage bills and invoices, reconcile bank and credit card accounts, and provide financial statements for tax preparation.

This course is excellent for those starting a business or for those already operating a small business who seek experience with QuickBooks. It may also be useful for those seeking the Certified Bookkeeper (CB) designation from AIPB.org.

**Course Length:**
The Bookkeeper Professional Certificate course is scheduled to meet on Mondays and Wednesdays, from 6:15PM to 9:15PM for 15 weeks. Specific lab hours will be also be scheduled to allow for QuickBooks access outside of class.

**Criteria for Successful Completion:** The minimum requirement for a student to receive the certificate is *80% attendance* (24 classes), participate in class, and complete the required assignments.

**Instructor:** Tymone Green, MBA

**Learning Outcomes:**
Students completing this course will be able to manage the bookkeeping function for a small/medium firm and will have developed, as a minimum, the capabilities to:

- Create a new QuickBooks Company File
- Manage Accounts Payable
- Invoice for Customer Purchases of Goods and/or Services,
- Manage Sales Taxes
- Reconcile Bank and Credit Card Accounts
- Provide Insightful Reporting to Management
Methodology:
The Bookkeeping Certificate course will be taught as a lecture class in a computer lab. There are two textbooks for this certificate program: a QuickBooks software learning manual and a traditional college accounting entry-level course text. The software learning manual is intended to instruct on tactical data entry and support in class exercises. The accounting text is intended to assist the student in building a fundamental understanding of accounting terminology, standards and practices to provide the student with depth and confidence in providing commercially compensated bookkeeping services. There will be slides corresponding to the syllabus schedule as well as in-class and virtual computer exercises to reinforce concept retention. A pre-class checklist will be administered to determine entry level capability with QuickBooks and will be compared to the same checklist at the conclusion of the course. A computer demo of the software is included in the first lesson and reinforcing quizzes are administered throughout the class term. There are two cumulative learning exercises administered on or around Session 17 and on the last class. Since this is a vocational certificate class, class discussion around real life situations is expected and will be fostered to build breadth of understanding and to develop client-facing relationship skills.

Course Outline:
Learning Outcomes

After this class, I will be able to:

1) Define primary Accounting Terms; 2) Understand and be able to use QuickBooks terms and; 3) Explain key financial reports and how they are used.

2) Create a new QuickBooks file with an appropriate Chart of Accounts where I can 1) Create new accounts; 2) Edit existing accounts; 3) Delete accounts; and 4) Void accounts. I will also understand different QuickBooks account types and how they differ from traditional Financial Accounting Account types.

3) 1) Create new Vendors; 2) Explain the need and tracking for 1099s and 3) Assign and create new Vendor Terms.

4) 1) Explain Accounts Payable in Accounting Terminology; 2) Use the QuickBooks process: Enter Bills/Pay Bills to manage the Accounts Payable account

5) 1) Explain the process for assigning cost to Inventory through the accounting cycle and; 2) Understand how QuickBooks manages and assigns Cost of Goods Sold.

6) 1) Create QuickBooks items; 2) Edit QuickBooks items; and 3) Configure inventory items for invoicing customers and managing inventory

7) 1) Use the Purchase Order process for ordering Inventory; 2) Manage receipt and payment for inventory.

8) 1) Manage employee time for payroll and performance management in QuickBooks; 2) Manage reimbursable for clients; and 3) Understand how QuickBooks manages expenses that are to be reimbursed by customers.

9) -----Q1 Review-----

10) 1) Understand the concept of Revenue Recognition; 2) Differentiate between Cash and Accrual based reporting; and 3) Explain how reporting basis impact a small firm's financial statements.

11) 1) Describe the Order to Cash consulting cycle; and 2) How to Create New Customer Profiles in QuickBooks

12) 1) Prepare Invoices using items; 2) Edit an Invoice; and 3) Create reporting to show financial impact of creating Invoicing
13) 1) Create a Sales Receipt; 2) Differentiate Sales Receipts from Invoices; and 3) Receive Payments against Invoices

14) 1) Load and change customer payment terms; 2) Create and use statements to avoid customer delinquency and customer disputes

15) 1) Set up Sales Items; 2) Set up Group Sales Tax Items; and How to manage Sales Taxes in QuickBooks

16) 1) Understand the Value of Customer Profitability; 2) Configure QuickBooks to support Customer Profitability; and 3) Design Customer Profitability Reporting.

17) -----Q2 Review-----

18) 1) Share a basic understanding of Financial Literacy; 2) Describe QuickBooks functionality to manage banking data.

19) 1) Enter credit card transactions; 2) Download credit card transactions; and 3) Manage Line of Credit transfers and payments.

20) 1) Differentiate loans and leases; 2) Set up loans and leases; and 3) Set up the assets that they finance.

21) 1) Reconcile credit card transactions, 2) Manage credit card payments; and 3) Enter credit card returns.

22) 1) Explain basic payroll concepts; 2) Set up payroll items in QuickBooks; and 3) Set up payroll tax payments.

23) 1) Determine how and when to use memorized transactions; 2) Determine How and When to use Automatic Transactions; and 3) Customize QuickBooks templates to create compelling QuickBooks forms

24) --------Q3 Review--------

25) 1) Describe the basics of asset depreciation and how it is recorded in QuickBooks.

26) 1) Understand entering Opening Balance Equity transactions; 2) Understand QuickBooks real time close; and 3) Understand changes to equity accounts.

27) 1) Describe primary uses of Financial Statements; 2) Explain differences between book and tax accounting; 3) Demonstrate how Deferrals and accruals reverse out.

28) 1) Determine how and when to use Prepaid Accounts; 2) Determine how and when to use Accrual accounts and 3) Calculate Prepaid and Accrual amounts.

29) 1) Understand how to protect QuickBooks data; 2) Coordinate file transfer with the client's tax preparer.

30) 1) Develop a budget outside of QuickBooks; 2) Load a budget in QuickBooks; and 3) Report against a budget in QuickBooks.

31) 1) Create Batch Reporting in QuickBooks; 2) Print standardized reporting; and 3) Customize Reporting; and 4) Answer client questions by modifying reports

32) --------Q4 Review-----