

## Accounting 183 – QuickBooks Certified User Preparation

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### Course Description:

Course prepares students for QuickBooks Certified User Exam. Topics include setting up companies, managing customer and vendor activity, preparing bank reconciliations, setting up inventory tracking, working with Balance Sheet transactions, performing payroll, creating job estimates and time-tracking, setting up product classes, customizing forms and reports, integrating with Microsoft Office, performing adjusting entries, and closing the books. Students have option of taking Certified User Exam on campus at end of term.

### Learning Objectives:

Students will be able to demonstrate the ability to perform the following functions in using QuickBooks:

- A. Create a company.
- B. Add customers, record customer-related transactions, and generate reports with customer details.
- C. Add vendors, record vendor-related transactions, and generate reports with vendor details.
- D. Prepare bank reconciliations and manage cash accounts.
- E. Set up inventory tracking.
- F. Work with Balance Sheet transactions.
- G. Setup and perform payroll.
- H. Create job estimates and perform time-tracking.
- I. Customize forms and reports, and integrate with Microsoft Office.
- J. Set up product classes and price levels.
- K. Perform adjusting entries and close the books.