

Course Syllabus

Course Title: Intermediate QuickBooks

Course Description:

Move beyond the basics. Customize invoices and create letters using QuickBooks. Customize Reports for your company. Make journal entries. Track Assets and Liabilities. Process Payroll and Payroll taxes and necessary forms for IRS. Quiz at end of each class.

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
6. Generate Sales Tax, problem solving and shortcuts.

Textbook(s):

QuickBooks Learning Guide 2008
Craig; Intuit
ISBN: 1-57338-1055

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.