

ACCTG 130: Computerized Accounting

Course Description:

This introductory QuickBooks course takes students through the procedures, controls, inputs and outputs in today's computerized accounting systems. Students will be able to create a company file, process accounts receivable and accounts payable, manage time-tracking and payroll, track inventory and fixed assets, manage budgets, maintain ledgers and journals, and create reports.

*CPL requirement: Proof of Quickbooks Certification

Total Credits: 3.00

Course Competencies

- 1. Complete an introduction to QuickBooks.**
- 2. Use QuickBooks to Enter Bills, Pay Bills, and apply Cash Payments.**
- 3. Generate invoices, payments, receipts and deposits.**
- 4. Use QuickBooks to review period-end procedures.**
- 5. Review Inventory Activities.**
- 6. Use Advanced Setup for EasyStep Interview method of QuickBooks New Company Setup.**
- 7. Use Advanced Setup for Express Start method of QuickBooks New Company Setup.**
- 8. Complete Payroll Setup in QuickBooks.**
- 9. Utilize QuickBooks to manage payroll activities.**
- 10. Use QuickBooks to Record Banking Transactions.**
- 11. Manage Jobs and Time Tracking in QuickBooks.**
- 12. Customize QuickBooks Company Files.**
- 13. Complete a new QuickBooks file project.**