



## **Course Name: QuickBooks**

Module CA –13 Computerized Accounting

## **Course Description:**

This course includes information related to using the General Ledger, Receivable, Payable, Payroll, and Inventory Accounting by using QuickBooks for Windows. The student will also learn how to develop a standard set of financial reports.

**Course Length: 12 hours**

## **Text Book**

QuickBooks for Windows handouts prepared by Instructor

## **Method of Evaluation**

- Practical Exercise 30%
- Participation 20%
- Exam 50%
- You must achieve 65% on the final exam

## **Course Objectives: Knowledge**

The graduate will:

1. Know how to enter and post purchase orders, purchase invoices, and credit payments by using Vendor menu and Navigator.
2. Know how to enter and sales estimates, sale orders, sale invoices, and sales receipts in Customer menu and Navigator.
3. Know how to enter; print and post pay cheques of employees by using employee menu and Navigator.
4. Know how to record sale and purchase of Inventory Items.
5. Know how to do Bank Reconciliation

## **Course Objectives: Skills**

The graduate will be able to:

1. Perform transaction processing related to (Cash & Credit) purchases and payments in Payable Module and (Cash & Credit) Sales and receipts in Receivable Module.
2. Process pay cheques for employees
3. Perform Inventory and Project Accounting
4. Develop a standard set of financial reports.

## Curriculum Outline

<b>Week 1</b> 3 hrs	Introduction to QuickBooks Practical Exercise: Set up Accounts in QuickBooks Accounts Payable Accounts Receivable
<b>Week 2</b> 9 hrs	Practical Exercise: A/R and A/R in QuickBooks Payroll Using Inventory Banking Practical Exercise: Review of QuickBooks Exam
<b>Week 3</b>	Exam

### Instructor Information:

Name: Syed Zaidi

---

Phone: (416) 703-7770 ext. 228

---

E-Mail: syed\_a@workingskillscentre.com

---