

QuickBooks Certified User



The **QuickBooks Certified User** course will last for 12 weeks. There will be a 90-minute weekly training session during which the students will be taught the week's tasks and given a study assignment.

Weekly Schedule:

- Track 1 - Every Tuesday from 6:00 to 7:30 for 12 weeks, beginning 4/26/11.
- Track 2 – Every Wednesday from 5.30 to 7pm for 12 weeks, beginning 5/4/11.

Weekly Course Outline:

- 1) Intro to accounting, QuickBooks, business, taxes and law
- 2) QuickBooks setup, opening interview and lists (customers, vendors, and employees)
- 3) Bank accounts and credit cards
- 4) Sales invoices and receiving payments
- 5) Entering and paying bills
- 6) Reports
- 7) Inventory
- 8) Taxes and payroll
- 9) Quotes, progress invoices and time tracking
- 10) Customizing forms and currency options
- 11) Wrap-up and Practice Test
- 12) Questions and test taking tips

Student Commitment:

- Attend each training session (90 minutes per week)
- At least 2-3 hours of self-study and practice per week
- Participate in the practice test and certification exam upon completion of the course

Course Materials:

- QuickBooks Training Manual, including 140 day software trial (\$50 value)
- QuickBooks Study Guide (www.certipoint.com/quickbooks)
- QuickBooks Practice Tests
- QuickBooks certification

Incentive: Students who successfully pass the certification exam will receive a full copy of the QuickBooks software.

Instructors: Bill Brothers & Chuck Richins