



Online Accounting & Bookkeeping with QuickBooks Online Course

100 Hours / 6 Months

Course Description

Master QuickBooks Online to prepare for a rewarding career in the booking field. You will learn basic bookkeeping and accounting principles, including the types of accounting information you, the business owner, manager, bookkeeper, or accountant, need to monitor. You'll then put all those principles into practice using QuickBooks Online to enter and track your finances with ease. With this online version, you get all the advantages of computing in the cloud so that your files will be available to you virtually anytime, anywhere.

What You Will Learn

- Successfully set up a company file in QuickBooks Online.
- Perform fundamental analysis of accounts, financial documents, and reports.
- Perform essential bookkeeping duties and tasks.
- Apply basic accounting principles (accrual method, depreciation, and so on) to bookkeeping practices.
- Understand fundamental accounting concepts and how QuickBooks works to support these concepts.

Hardware Requirements:

- This course can be taken on either a PC or Mac

Software Requirements:

- PC: Windows 10 or later.
- Mac: OS X Snow Leopard 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- QuickBooks Online (Free 1-year subscription and practice site included in enrollment.) An additional subscription or software purchase for QuickBooks Online is not required to complete this course. However, please note that this course is only suitable for the QuickBooks Online version.
- Microsoft Office or equivalent (not included in enrollment).
- Adobe Acrobat Reader. [Click here](#) to download.
- Software must be installed and fully operational before the course begins.

Other:

- Email capabilities and access to a personal email account.

Course Outline

TOPICS COVERED

- Introduction to Bookkeeping
- Accounting Basics
- Getting Started With QuickBooks Online
- The Chart of Accounts
- Centers and Lists
- Bank Accounts
- Recording Expenses and Paying Bills
- Credit Cards and Loans
- Sales Receipts
- Invoices, Estimates, and Customizing Sales Forms
- Billable Expenses and Customer Credits
- Sales Taxes and Reports
- Midterm Exam
- Product and Service Items
- Managing Inventory
- Managing Projects and Sales
- Progress Invoicing, Late Fees, and Bad Debts
- Payroll
- Fixed Assets and Loans
- Business Entities and Owner Transactions
- Banking Rules, Receipts, and Budgets
- Adjusting and Reviewing the Books
- Starting a Bookkeeping Business
- Your Career Roadmap: The Job Search and Future Opportunities (Optional Lesson)
- Communication and Organization (Optional Lesson)
- Final Exam