QuickBooks Certified User

One of the ways to enhance or supplement your administrative career is by adding accounting skills to your resume. QuickBooks is the world's most popular accounting software for small and medium-sized businesses. It is estimated that more than four million businesses use QuickBooks to track and manage financial information. A QuickBooks User Certification validates your ability to and proficiency. Adding QuickBooks User Certification will help you rise to the top as employers consider hiring administrative staff.

Get Going with QuickBooks 2015	
Getting Started	Start QuickBooks, Set QuickBooks Preferences, Identify Components of the QuickBooks Operating Environment, Use QuickBooks Help, Identify Common Business Terms, Exit QuickBooks
Setting Up a Company	Create a QuickBooks company, Use the Chart of Accounts
Working With Lists	Create Company Lists, Work with the Customers & Jobs list, Work with the Employees list, Work with the Vendors list, Work with the Items list, Work with Other lists, Manage lists
Setting Up Inventory	Enter Inventory, Order Inventory, Receive Inventory, Pay for Inventory, Manually Adjust Inventory
Selling Your Product	Create Product Invoices, Apply Credit to Invoices, E-mail Invoices, Set Price Levels, Create Sales Receipts
Invoicing for Services	Set Up a Service Item, Change the Invoice Format, Create a Service Invoice Edit an Invoice, Void an Invoice Delete an Invoice, Enter Statement Charges, Create Billing Statements
Processing Payments	Display the Open Invoices Report, Use the Income Tracker, Receive Payments for Invoices, Make Deposits, Handle Bounced Checks
Working With Bank Accounts	Write a QuickBooks check, Void a QuickBooks check, Use bank account registers, Enter a handwritten check, Transfer funds between accounts Reconcile checking accounts
Entering and Paying Bills	Handle expenses, Use QuickBooks for Accounts Payable, Enter Bills, Pay Bills, Enter Vendor Credit

WHAT IS INCLUDED

Textbook(s) and authors: The following textbooks will be used in the course. Textbooks may be accessed via the e-Reference Library at no charge to students for online access. You have the option to purchase the books within the e-Reference Library however it is not a requirement:

- **Textbook** Get Going With QuickBooks 2015; Technical Learning Resources, Inc.; 2015; Fairport, NY

Exercises: You will go through a series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key.

Lesson Quizzes/Tests: Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in the grade book for the course.

Final Exam: Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade book.

TECHNICAL SUPPORT Instructional/Technical Support may be reached by:

- **CHAT**: clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode. (Monday-Thursday 8am-11pm; Friday 8am-6pm; Saturday 11am-6pm)
- **EMAIL**: During those hours when online support is not available, instructional support will contact you within 24 business hours.