

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title:** QuickBooks  
**Prefix and Course Number:** ACCT 141

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Define features of QuickBooks
- Complete new company setup
- Demonstrate the basic functions of purchases and sales for both cash and credit, and complete banking and payroll activities
- Demonstrate skills in the proper use of entering various basic types of accounting transactions
- Prepare reports and financial statements

**Course Outline:**

- I. Introduction to QuickBooks
  - A. Menus
  - B. Navigation System
- II. Accounts Receivable
- III. Accounts Payable
- IV. Payroll
- V. Company Setup and Year End Procedures