

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

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**Course Title: Advanced QuickBooks**  
**Prefix and Course Number: ACCT 142**

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**Course Learning Outcomes:**

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

- Navigate QuickBooks with ease and confidence
- Demonstrate the advanced functions of purchases and sales, banking and payroll
- Describe the features of various versions of QuickBooks
- Identify and create appropriate reports and financial statements
- Demonstrate critical-thinking in the analysis of business transactions
- Prepare for and take the QuickBooks Certified User Exam

**Course Outline:**

- I. Navigation of QuickBooks
  - A. Advanced Functions
  - B. Advanced Skills
- II. Difficult Accounting Transactions
- III. Company Setup
- IV. Year-end Procedures