Course Title: QuickBooks
Prefix and Course Number: ACCT 141

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