

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**INTRODUCTION TO QUICKBOOKS**

(16 hours)

**ITSW 3046**

**COURSE SYLLABUS**

**Course Description:** An introductory course of the QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors and employees; managing lists; running reports and customizing them; changing forms and generating letters. **Prerequisites:** Familiarity with the PC. **Recommended:** Accounting I course or working knowledge of accounting.

**Objectives:** Every student will be able to:

- Start QuickBooks Pro Accounting
- Identify parts of the screen
- Set up QuickBooks
- Work with lists
- Enter sales and invoices
- Customize forms
- Enter payments, deposits, paying bills
- Work with bank accounts
- Analyze financial data
- Track and pay sales tax
- Create payroll

**Rationale:** QuickBooks Pro Accounting is one of the most popular accounting programs used in the business community. This course will enable students to efficiently use this application.

**Required Material:** None

**Type of Course:** Short Course

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**Evaluation:** Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

**Course Outline:**

- I. Starting QuickBooks Pro Accounting (1 hour)
  - A. Opening QuickBooks Pro Accounting
  - B. Identifying parts of the screen
  - C. Identifying menus and toolbars
  
- II. Setting up QuickBooks (2 hour)
  - A. Identifying sections
  - B. Navigating in QuickBooks
  - C. Using EasyStep interview
  - D. Entering the information
  - E. Backup the information
  
- III. Lists (1 hour)
  - A. Editing the chart of accounts
  - B. Working with customer list
  - C. Working with employee list
  - D. Working with vendor list
  - E. Adding custom fields
  - F. Managing lists
  - G. Printing lists

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- IV. Working with Customers (2 hour)
  - A. Invoice
  - B. Sales Receipt
  - C. Sales forms
  - D. A/R Register
  - E. Memorizing sales
  - F. Entering a new service item
  - G. Recording customer payment
  - H. Making deposits
  
- V. Customizing forms (1 ½ hour)
  - A. Creating a new template
  - B. Designing a custom layout for an invoice form
  - C. Using QuickBooks letter
  
- VI. Working with Vendors (2 hour)
  - A. Accounts payable
  - B. Enter bills
  - C. Pay bills
  - D. Write checks
  
- VII. Bank accounts (1 hour)
  - A. Entering checks directly
  - B. Bank account register
  - C. Entering a handwritten check
  - D. Transferring money between accounts
  - E. Reconciling checking accounts
  
- VIII. Other accounts (1 hour)
  - A. Tracking credit card transactions
  - B. Asset accounts
  - C. Liability accounts

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- IX. Analyzing financial data (1 hour)
  - A. Creating QuickReports
  - B. Preset Reports
  - C. Exporting to excel
  - D. Creating QuickInsight graphs
  
- X. Sales tax (1 hour)
  - A. Setting up tax rates and agencies
  - B. Grouping single tax together
  - C. Identifying most common tax
  - D. Indicating who and what gets taxed
  - E. Applying tax to each sale
  - F. Determining what you owe
  - G. Paying tax agencies
  
- XI. Payroll (1 ½ hour)
  - A. Setting up payroll
  - B. Adding payroll items
  - C. Setting up employee payroll information
  - D. Writing payroll checks
  - E. Tracking tax liabilities
  - F. Payroll taxes
  - G. Printing 940 and 941 forms
  
- XII. Estimating and progress invoicing (1 hour)
  - A. Creating jobs and estimates
  - B. Creating an invoice form an estimate
  - C. Projects reports for estimates
  - D. Updating job status