

CURRICULUM

- I. Introduction to Bookkeeping
- II. Accounting Basics
- III. Getting Started with QuickBooks Online
- IV. Chart of Accounts
- V. Centers and Lists
- VI. Bank Accounts
- VII. Recording Expenses and Paying Bills
- VIII. Credit Cards and Loans
- IX. Sales Receipts
- X. Invoices, Estimates, and Customizing Sales Forms
- XI. Billable Expenses and Customer Credits
- XII. Sales Taxes and Reports
- XIII. MIDTERM
- XIV. Product and Service Items
- XV. Managing Inventory
- XVI. Managing Projects and Sales
- XVII. Progress Invoicing, Late Fees, and Bad Debts
- XVIII. Payroll
- XIX. Fixed Assets and Loans
- XX. Business Entities and Owner Transactions
- XXI. Banking Rules, Receipts, and Budgets
- XXII. Adjusting and Reviewing the Books
- XXIII. Starting a Bookkeeping Business
- XXIV. Your Career Roadmap: The Job Search and Future
- XXV. Opportunities (optional)
- XXVI. Communication and Organization (optional)
- XXVII. FINAL