

Course Outline

TOPICS COVERED

~~Introduction to Bookkeeping~~

Accounting Basics

~~Getting Started With QuickBooks Online~~

Centers and Lists

Bank Accounts

~~Recording Expenses and Deposits~~

Credit Cards and Loans

Sales Receipts

Invoices, Estimates, and Customizing Sales Forms

~~Billable Time and Expense Tracking~~

Sales Taxes and Reports

Midterm Exam

~~Production and Services Items~~

~~My Financial Metrics~~

~~Managing Projects and Sales~~

Payroll

Fixed Assets and Loans

~~Business Edition and Online Transactions~~

~~Banking Rules, Receipts, and Budgets~~

~~Admin Tools and Reporting Tools~~

~~Starting a Bookkeeping Business~~

~~Your Future: Graduation and Opportunities and Future Opportunities (Optional Lesson)~~