








>> Course Overview

In this course, students will explore how to start using QuickBooks Online. Learning this widely used accounting software will allow users to contribute to a large company's accounting team, or to use it independently as a small business owner. Students will learn how to complete administrative and accounting functions within QuickBooks. These include basics such as setting up lists, customers and products, to more complex tasks like managing journal entries and creating reports. Additionally, they will learn about the various services and products that can be added. As students learn about the accounting functions, they will discover how to record transactions, expenses, and receipts.

>> Course Outline by Module

Module 1	Setting Up and Managing QuickBooks Online
Module 2	Managing Lists and Recurring Transactions
Module 3	Managing Journal Entries and Connecting Intuit QuickBooks to Online Apps
Module 4	Setting Up Customers, Products, and Services
Module 5	Managing Sales Settings and Recording Money-In Transactions
Module 6	Managing Vendor Records and Expense Settings
Module 7	Recording and Managing Basic Money-Out Transactions
Module 8	Bank Accounts, Transaction Rules, and Receipts
Module 9	Basic Reports and Views

>> Course Elements

-  Video Instruction
-  Interactives
-  Reading
-  Projects
-  Reflections
-  Concept Checks
-  Quizzes and Exams

[Course Preview Video](#)

>> Instructional Components

Pointful Education Courses are structured in a consistent, research-based format utilizing multiple pedagogical concepts such as Understanding by Design, Growth Mindset, and Video and Project-based learning. Through the use of these pedagogical concepts, Pointful Education maintains a consistent and engaging course structure that supports student-centered learning.

>> Course Materials

This course requires specific external software. The purpose is to provide students with hands-on learning opportunities in which they gain experience working with the software related to the course. This will ensure students have the necessary experience and task-based practice required for success on the certification exam. Course Materials: QuickBooks.