

Transitions College

of Business & Career Studies

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QUICKBOOKS LEVEL 2

Description:

This course follows Level 1 and features a full hands-on lab where students will receive introduction in how to use QuickBooks by Intuit.

Details:

- Total of 30 hours over 2 weeks (8:30am – 11:30am, Monday through Friday)
- A minimum enrollment of 3 students is required to hold this program
- This program does not require approval under the *Private Career Colleges Act, 2005*

QuickBooks Level 1 Topics Include:

- Set up and process payroll, generate government and other reporting
- Implement the inventory module and use the reporting associated with it
- Create and implement projects
- Set up departmental accounting and generate the associated reporting
- Generate customer reports, graphs and other documents available in QuickBooks
- Set up multi-currency
- Perform year-end functions and create a new year
- Perform database maintenance

Prerequisites:

- Minimum 18 years of age
- Must have basic computer skills
- Previous accounting or bookkeeping knowledge is necessary
- Completion of QuickBooks Level 1 strongly recommended

