
Accounting Basics for QuickBooks

This class is intended for everyone already using computers. If you are brand new to computers, Computer Basics is a great class to take first.

Instructor

Chris Hague
chrish@conejoadulted.org

School Phone

805-497-2761

Room Location

Per Catalog

Overview:

This class is an easy-to-understand introductory accounting course. In this unique class you'll grasp basic accounting concepts and improve your computer skills by seeing how Excel is used by businesses to help with their accounting!

What a great way to get ready for *QuickBooks*! This course includes:

Class Resources and Recommended Books:

Each student will receive an e-textbook and access to online learning resources.

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The instructor will lecture while demonstrating various techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

- Evaluating Transactions
- The Accounting Cycle
- Journal Entries & T-Accounts
- Adjusting Entries
- Financial Statements & Closing Entries
- Computerized Systems, Cash & Payroll
- Financial Statement Analysis