
South Hills School of Business and Technology
QuickBooks Pro (Beginner Class)
January 19–21, 2015
State College, PA

Course Description

This introductory QuickBooks class provides participants with an overview of QuickBooks Pro and teaches them how to manage the basic finances of a sole proprietorship or small business using the program.

Course Objectives

The course's primary objectives include:

1. Gaining a understanding of the basic operations of QuickBooks Pro
2. Learning how to set up a new *company*
3. Managing basic bank account transactions
4. Backing up and protecting QuickBooks data

Instructor

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Additional Resources

Course handouts and links to a variety of supplemental resources related to QuickBooks are available at <http://www.mtateresearch.com/>. Click on the **Computer Courses | Supplemental Resources** link to navigate to the QuickBooks course page.

Course Outline

Note: The course outline below is subject to change.
Last updated: 19 January 2015

Date	Topic
Monday January 19	Course Overview; Choosing the Right QuickBooks Option; Installing the Program; Getting Started with QuickBooks Pro; Setting Up a New Company Using the EasyStep Interview; Protecting and Backing Up QuickBooks Data
Tuesday January 20	Working with Centers and Lists; Creating Invoices and Credit Memos; Sales Receipts and Customer Payments; Bank Deposits
Wednesday January 21	Recording Your Bills, Writing Checks, Credit and Debit Card Transactions, Electronic Fund Transfers

Handout created by Marsha Ann Tate, Ph.D.

Filename: QuickBooks_Intro_2015_Jan.docx. Created January 19, 2015; last updated January 19, 2015.