

QUICKBOOKS BASICS FOR SMALL BUSINESS, CERTIFICATE OF COMPLETION

Requirements

The QuickBooks Basics for Small Business Certificate enables students to develop the QuickBooks accounting software skills and techniques necessary to enhance competence in entry-level bookkeeping positions, as well as open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

The three individual courses that comprise the QuickBooks Basics for Small Business series are: (1) Setting Up QuickBooks for Small Business; (2) Monthly Procedures using QuickBooks; and (3) Year End Procedures.

There are no prerequisite requirements for this program, and courses are open to all students.

Code	Title	Units
ACTV NC001	Setting up QuickBooks for Small Business	0
ACTV NC002	Monthly Procedures using QuickBooks	0
ACTV NC003	Year End Procedures	0

Learning Outcomes

1. Recognize basic QuickBooks software features that apply to small business.
2. Describe how the basic financial statements in Quickbooks apply to small business.
3. Evaluate and Interpret monthly accounting data for accuracy.
4. Prepare and complete year-end financial statements and reports.