Perfect Love Training Course

|  |  |
| --- | --- |
| Course Info5:30 – 7:30 pmTues, Wed, FriPhone724-544-0073Email4perfectlove1111@gmail.comOffice Location2033 Midland Beaver RdIndustry, PA 15052Course Hours180 hours | Catalog DescriptionAn overview of the production of creating and managing a company within QuickbooksPrerequisitesBasic computer and keyboarding skills recommendedInstructional Goals and PurposesThe purpose of this course is to examine the fundamentals of Quickbooks, be able to set up a company, write checks, enter invoices and payments, and become familiar with general accounting terms and procedures.* Keyboard Hours per Week: 1.5 hours
* Lab and Presentation Hours per Week: 30 hours

Learning Outcomes* Understanding basic accounting
* Managing basic Quickbook files
* Create a company
* Customize company files
* Work with vendors
* Work with customers
* Enter bills
* Create invoices
* Receive payments
* Enter sales receipts
* Create a bank account
* Understand the process of reconciliation
 |

**Additional Information**

Laptops will be provided. Masks and social distancing will be followed per CDC guidelines