

Computerized Bookkeeping

QuickBooks

Being an accountant involves much more than simply crunching numbers. Accounting systems are constantly changing with advances in technology and professionals need to keep up-to-date to remain competitive and efficient.

Ashton's week-long QuickBooks course is designed for both professionals and those pursuing a career in accounting. This course will teach students the basic principles and uses of QuickBooks, one of the most popular accounting programs in the world.

Through lectures, demonstrations and case studies, students will learn practical applications of the program. This course will provide hands-on instruction for setting up QuickBooks, customizing forms, managing inventory, payroll and sales taxes, and processing sales transactions, invoices and bill payments. Students will use QuickBooks to analyze financial data and improve their business strategies.

This course will prepare you to work with the accounting software for home offices and small businesses, so that you can build your skills for career advancement in the growing field.

Computerized Bookkeeping QuickBooks

Who should take this Course?

Ashton College's QuickBooks course is anyone who needs to be fully up-to-date on the latest accounting software. It is designed for both professionals and those pursuing a career in accounting, as classes are held in the evening so students can keep working while building their skills for career advancement.

Course Format

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Program Format

The program extends over one week and includes 20 hours of evening instructional time from 5:00 pm to 9:00 pm, Monday to Friday.

Program Benefits

Students taking this course will be able to:

- Use QuickBooks, customize forms and process sales transactions, invoices and bill payment
- Conduct inventory and payroll and apply sales taxes

Course Description

Students taking this course can expect to learn about:

- Sales taxes
- Cash transactions
- General journal transactions
- Creating a new company
- Vendor transactions
- Customer transactions
- Discounts, estimates and orders
- Banking, taxes and credit cards
- Company setup
- Payroll transactions
- Inventory transactions

Upon completion of this course students will receive a Certificate of Attendance in Computerized Bookkeeping QuickBooks