



Note: *This course outline and schedule are tentative and may be adjusted by the instructor depending on class progress and circumstances.*

Computerized Accounting Course Outline

QuickBooks

Course Details

Course Type: [Certification](#)

Course Duration: [1 month](#)

Class Frequency: [3 classes/week, 2 hours each](#)

Mode of Delivery: [On-Campus](#)

Course Objectives

- [Streamline Financial Management](#)
- [Improve Efficiency](#)
- [Gain Better Control Over Business Finances](#)

Week-wise Course Plan

Week	Topics Covered	Learning Objectives	Assignments
1	Company Creation General Ledgers Chart of Accounts	Automation Organization Accessibility	Company Setup Chart of Accounts Basic Navigation
2	Sales and Purchase Process	Reduce Errors Faster Reporting Time Saving	Creating New Customers Raising & Recording Invoices Credit Notes Customer Statements Summarize outstanding balances.

Note: *This course outline and schedule are tentative and may be adjusted by the instructor depending on class progress and circumstances.*

3	Adjustments of Unearned and Prepaid and others	Accurate Record Keeping Real Time Financial Insights	Adding Items Tracking Inventory Inventory Reports
4	Bank Reconciliation Reporting Process	Improved Decision Making Report Analysis	Bank Reconciliation Financial Reporting

Assessment Structure

<i>Component</i>	<i>Weightage</i>
Class Participation	20%
Assignments	40%
Final Project / Exam	40%

Final Project

Create a project to group individual transactions, estimates, and expenses associated with a single customer in one place. This gives you a single dashboard where you can view and edit the associated transactions and run project-specific reports.

Attendance Policy

- 80 % Attendance is mandatory for certification.

Note: This course outline and schedule are tentative and may be adjusted by the instructor depending on class progress and circumstances.