



## Official Intuit QUICKBOOKS ONLINE Course - Syllabus

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**Course Fee:** \$375.00 per person – 16 hours of hand-on, instructor-led training.

### Course Description

This course is designed for the beginning user seeking to gain a comprehensive knowledge of QuickBooks Online.

### Course Objectives

In this course, you will become acclimated to QuickBooks Online. You will learn:

**Section 1: GET STARTED** Product Features Overview, Import Data from Excel or QuickBooks Desktop, Setup and Modify Lists and Users, Manage Company Account and Settings.

#### Section 2: NAVIGATION

Identify Best Practices when using QuickBooks Online, Navigate the following: Home Page, Customer Center, Vendor Center, Various Transactions Tabs, Quick Create

#### Section 3: RECORD TRANSACTIONS

Sales and Revenue Transactions, Expense and Purchase Transactions, Additional Transaction Types, Other Tools

#### Section 4: REPORTING

Benefits of Reporting, Reporting Capabilities, Reporting Methods including Payroll, Sales Tax, Business Overview, Accountant Reports, Products and Inventory, Expenses and Purchases, Sales Revenue, Accounts Receivable and Payable, Customer Reports, Custom Reports and more.

#### Section 5: EXPANDING USABILITY

Payments, Online Invoicing, Payroll, Intuit App Center for Approved Add-ons

### Class Meetings

We will have 4 class meetings from 9:00 AM to 1:00 PM, held on Saturdays.

### Supplies

You will be supplied with:

1. Handouts
2. Online access to step-by-step tutorials for each section of each chapter.

## Work Standards

1. Please arrive on time for each class meeting.
2. Follow the ground rules of the course.

## Ground Rules

1. **Five-minute Rule:** Do not struggle with an assigned task for more than five minutes before asking for help.
2. **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
3. **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

## Certificate of Completion

1. To qualify for the Certificate of Completion you must have attended all four classes.
2. You must successfully complete each in-class assignment via the QuickBooks Online Client Training Portal.

## Contact Information

You can send the instructor questions or comments via email at [learn@cpu-onsite.com](mailto:learn@cpu-onsite.com).