



# **Mastering QuickBooks Course Syllabus**

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**WESTERN GOVERNORS UNIVERSITY**

# Mastering QuickBooks

## Hello, and welcome!

When you think of bookkeeping, do you imagine spreadsheets and endless columns of numbers? It is more than that! Instead, bookkeeping is the detailed art of recording all the financial transactions for a company. When done well, this process helps a business track its progress and ultimately succeed. One essential tool is Intuit QuickBooks. This software can help you manage your bookkeeping tasks, such as tracking income and expenses, managing payroll, simplifying taxes, and accepting online payments. This course will show you how to properly use QuickBooks Online. You will learn to create a QuickBooks Online account, customize settings, manage customers and products, enter transactions, generate reports, and close books. You will discover tips, shortcuts, and best practices to save time and become proficient in the use of this software. This knowledge will provide a solid foundation for any accounting career.

We invite you to take a minute to learn about the course by reviewing the information that follows. This way, you will be better able to understand the expectations of the course as a whole. Then you can determine how to manage your time and efforts as you navigate through it.

**You are in the right place. You belong here. You can do this!**

## Course Description and Competencies

### WHAT TO EXPECT

In this course, you will work through five modules of material. These will provide you with bookkeeping basics and best practices. You will learn to migrate a company to QuickBooks Online and manage the settings, accounts, and journal entries. You will explore receiving and recording payments, as well as tracking expense transactions. You will also discover the reasoning behind required reports and how to create them.

Throughout the course, you will find videos, readings, and a variety of interactive elements. These include knowledge checks to help deepen your understanding of the content. Engaging with these activities reinforces new learning. It also complements the knowledge you bring to this area of study.

### Assessment

This course will prepare you to take the QuickBooks Online Certification Level 1 exam. Passing the exam to earn the Intuit QuickBooks Online Certification Level 1 credential is a requirement of this program.

◆ 1 certification exam

◆ 1 competency unit

## Course Outline

Module	Upon completion of this module, you will be able to:
<b>Getting Started</b>	<ul style="list-style-type: none"> <li>A. Describe how data flows through QuickBooks Online.</li> <li>B. Explain the value that the Intuit QuickBooks platform offers clients.</li> <li>C. Outline navigation, key features, and tools of QuickBooks Online Accountant.</li> </ul>
<b>Sales and Customers</b>	<ul style="list-style-type: none"> <li>A. Describe how to manage the products and services list and the customers list.</li> <li>B. Explain how to customize sales forms.</li> <li>C. Use estimates, invoices, and sales receipts.</li> <li>D. Apply the appropriate method to record customer payments.</li> <li>E. Explain when to use customer statements, credit memos, and customer refunds.</li> <li>F. Implement recurring transactions.</li> <li>G. Identify relevant reports for the sales and customers' workflow.</li> </ul>
<b>Expenses and Vendors</b>	<ul style="list-style-type: none"> <li>A. Describe how to manage the vendor list.</li> <li>B. Use purchase orders.</li> <li>C. Apply the appropriate method to record expenses.</li> <li>D. Explain how to enter and pay bills.</li> <li>E. Outline how to upload receipts.</li> <li>F. Explain how to receive vendor credits and vendor refunds.</li> <li>G. Outline the process for paying down credit cards.</li> <li>H. Implement recurring transactions</li> <li>I. Identify relevant reports for the expenses and vendors' workflow.</li> </ul>

<b>Banking</b>	<ul style="list-style-type: none"> <li>A. Demonstrate how to connect bank and credit card accounts to QuickBooks Online.</li> <li>B. Implement bank rules.</li> <li>C. Describe how to manage the bank feed.</li> <li>D. Explain how to reconcile accounts.</li> <li>E. Recognize issues and fix them.</li> <li>F. Identify relevant reports for the banking workflow.</li> </ul>
<b>Period End</b>	<ul style="list-style-type: none"> <li>A. Implement report settings for period end.</li> <li>B. Describe the period-specific information that needs collecting.</li> <li>C. Use the Books review feature to review transactions and account reconciliation.</li> <li>D. Use the Books review feature to conduct a final review and wrap up period end.</li> </ul>

## Technology Requirements

We want to be sure you have the tools to succeed! Review the [Computer System and Technology Requirements](#) to learn about the technology you'll need. If you have questions about your setup, contact [support@academy.wgu.edu](mailto:support@academy.wgu.edu).

You will need Adobe Acrobat Reader DC. If you haven't already, [download this free software](#). You may encounter an interactive form that contains fields that you can select or fill in. Review [how to fill in a PDF form](#).

## Key Contacts

### **Certificate Connect**

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Check out this online community to take advantage of course resources, including videos and tips from your educators. You can ask and answer questions, provide feedback on your progress, and interact with fellow students. You will find this platform in the Student Resources section of the course. Log on and do some exploring!

### **Technical Support**

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If you encounter technical issues, be sure to contact the Help Desk. Just [submit a Support Request for assistance](#).

### **Program Support**

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Do you have questions about your account? Student Support has answers. They can help with billing, switching courses, and other requests. You can contact them at (888) 320-0540 or [support@academy.wgu.edu](mailto:support@academy.wgu.edu).

## Accommodations

WGU provides compliant and accessible learning experiences. If you require accommodation, please contact us at the start of the course. You can email [support@academy.wgu.edu](mailto:support@academy.wgu.edu) or call (888) 320-0540. We are committed to ensuring that all students with disabilities have equal access to WGU's services and materials. We strive to use best practices for accessibility. Our goal is to conform to existing U.S. laws. These include the Americans with Disabilities Act and Section 504 and Section 508 of the Rehabilitation Act. Our learning management system (LMS) platform is Open edX. Open edX's commitment to accessible content is published on their [Website Accessibility Policy](#).