

Dakota County Technical College

ADTC 1340: QuickBooks PRO Basics

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: *.*

Lab Hours/Week: 2

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This online course introduces the basics of using Intuit's QuickBooks Pro PC software for business transactions and basic accounting purposes. Topics covered will include navigating QuickBooks, company setup, entering sales transactions, receiving payments, paying bills, managing bank accounts, managing inventory and running standard QuickBooks reports.

B. COURSE EFFECTIVE DATES: 05/21/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. basic accounting terminology
2. entering sales transactions
3. managing bank accounts
4. managing inventory
5. navigating screens and menus
6. paying bills
7. receiving payments
8. running standard business reports
9. setting up a company

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted