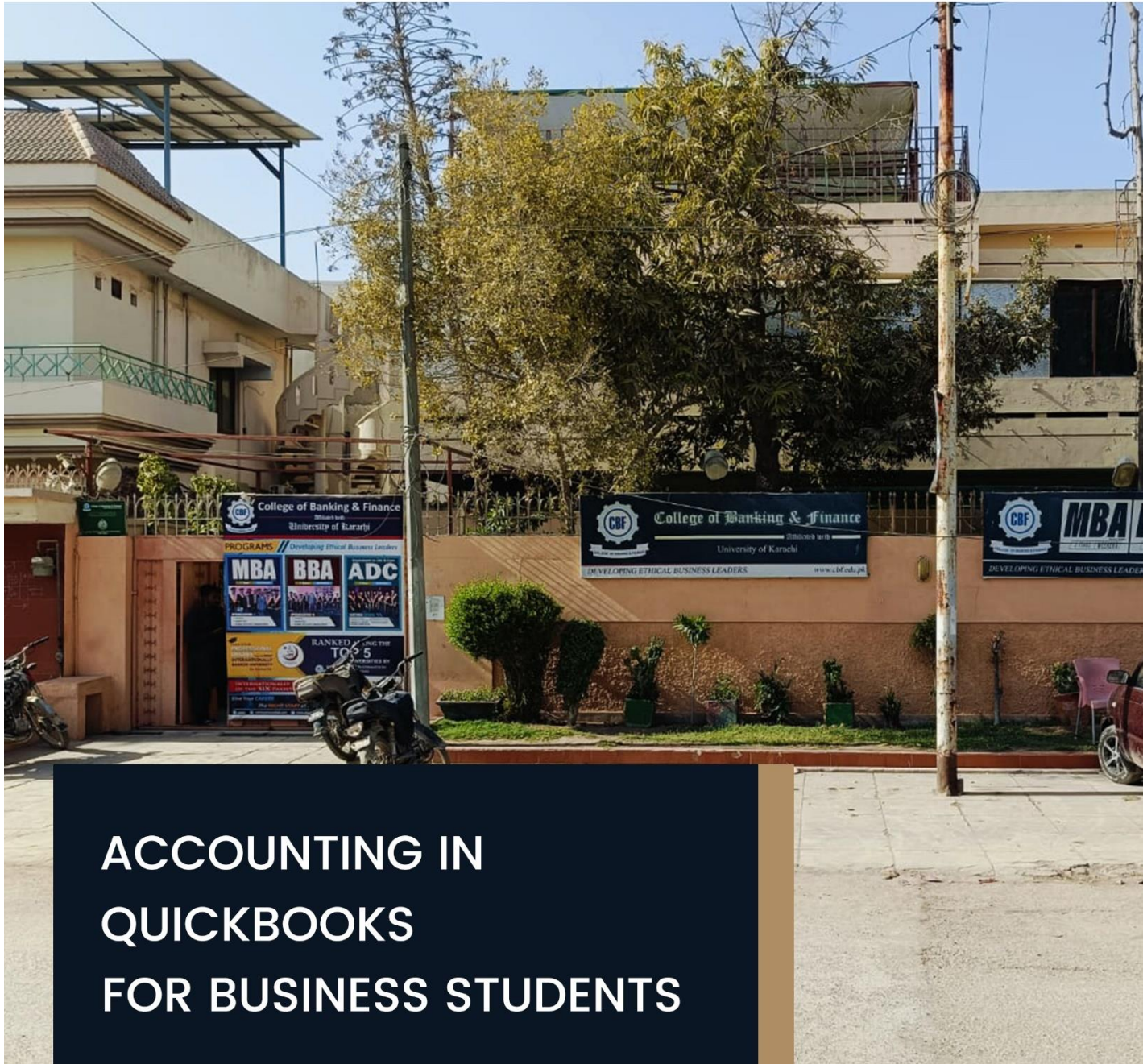# College of Banking & Finance

Developing Ethical Business Leaders

ACCOUNTING IN QUICKBOOKS FOR BUSINESS STUDENTS

Master Accounting & Quickbooks

12 week | Physical | Certification of Completion
From the Skill Development Council

About the Program

ACCOUNTING

The Basic Accounting Course is designed to provide learners with a clear and practical understanding of fundamental accounting concepts and procedures. Whether you're a student, business owner, or someone looking to enter the finance field, this course offers a solid foundation in how financial information is recorded, classified, and reported.

QUICKBOOKS

QuickBooks is an accounting software developed by Intuit that is designed to help businesses manage their financial operations, including bookkeeping, payroll, invoicing, and tax preparation. With the integration of cloud computing, QuickBooks has evolved into a highly flexible and scalable tool for businesses of all sizes.

You will learn in-demand skills, tools, and concepts such as:

- Accounting Cycle & Terminologies
- Double Entry Book-keeping
- Financial Reporting
- Financial Analysis
- Understanding Cloud Fundamentals
- Data Storage and Security
- Collaboration in the Cloud
- Basic Cloud Administration
- Scalability and Cost Management

Program Highlights

- Accounting Concepts
- Business Book-keeping
- Financial Reporting
- Financial Closing
- Budgeting & Forecasting
- Quickbooks Business Setup
- Data Entry Forms
- Automation
- Data Backup and Security
- Multi-User Collaboration

Who is This Program For?

This program is designed for Business Students lies in its ability to equip them with essential, practical skills that are highly relevant in the modern professional world and the industry requirements.

Time Commitment

To accommodate students' regular class schedules, the management of the College of Banking & Finance has decided to organize this program with two classes per week, each lasting 2 hours. The course will span a total duration of 16 weeks.

After completing this course, students will acquire a diverse skill set that prepares them for various roles in different industries. Some of the key roles they can pursue include:

Accounting and Finance Roles

Data Management and Analysis Roles

Freelancing and Remote Work Opportunities

Business and Administrative Roles

Entrepreneurial Roles

Industries Where These Roles Are Relevant

- Banking and Finance: Accounting, analysis, and reporting.

- E-Commerce: Inventory and financial management.

- Retail and Wholesale: Budgeting and data tracking.

- Healthcare: Data organization and analysis.

- Education: Administrative and budgeting roles.

By mastering these tools and concepts, students will be well-equipped to secure entry-level positions, enhance their professional value, and even take on entrepreneurial ventures.

Course Outline

Accounting

- Introduction to Accounting   *Lecture 1*
- Accounting Principles & Concepts   *Lecture 2*
- Accounting Cycle   *Lecture 3*
- Double Entry Book-keeping   *Lecture 4*
- Trial Balance & Adjustment   *Lecture 5*
- Financial Statement   *Lecture 6*
- Closing Entries   *Lecture 7*

QuickBooks

- Introduction to Computerized Accounting   *Lecture 8*
- Introduction of QuickBooks   *Lecture 8*
- Sign up & Business Settings   *Lecture 8*
- Chart of Accounts Setup   *Lecture 9*
- Accounting takeover for a new business   *Lecture 10*
- Accounting takeover for an existing business   *Lecture 11*
- How to add Vendor & Inventory Item   *Lecture 12*
- Recording Vendor's bill and payment   *Lecture 12*
- How to add Customer   *Lecture 13*
- Recording Customer's estimates & Invoices   *Lecture 13*
- Customer's Receipt & Statement   *Lecture 13*
- Setup for Recurring Invoices   *Lecture 14*
- Financial Reports   *Lecture 14*
- Customer Reports   *Lecture 15*
- Vendor Reports   *Lecture 15*
- Ledger & Trial Balance   *Lecture 16*
- Recording for a New Business (Practice)   *Lecture 17-20*
- Recording for an Existing Business (Practice)   *Lecture 21-24*

Strategic Program Values

1. Internships for industry exposure

Requirement for the Certification

Applying acquired skills to a comprehensive accounting project by taking data for a dummy business of your own choice in **QuickBooks**

Note: The certificate will only be issued to the student whose final project is approved by the course instructor.