

ABC Technical College



Small Business Bookkeeping Online Course Summary

11100 Valley Blvd. Suite #300

El Monte, CA. 91731

Phone: (626) 361-7499

Fax: (323) 287-3962

Email: Abctechnical.college@gmail.com

[www. Abctechnicalcollege.com](http://www.Abctechnicalcollege.com)

Program: SMALL BUSINESS BOOKKEEPING ONLINE

Objective: In this course, students will learn the fundamental skills of effective bookkeeping and how to use QuickBooks. Students will also learn to work with a general ledger, assets, liabilities, equity accounts, balance sheets and income statements. They will also learn how to manage bills and invoices, reconcile bank and credit card accounts and provide financial statements for tax preparation.

Assignments and other projects will be assigned periodically to help support and supplement material covered in class lessons.

There are nine 13 modules in this course. To complete this course and receive a certificate, students must pass the test given after each module with a grade of "C" or better. There is a total of three tests. No internship or externship is required.

Students will receive a certificate upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better at the end of each month.

Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation. Accounting assistant, account payable, account receivable, accountant or accounting clerk. Job Title – Accounting clerk or Accountant.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors and 43-3021 Billing and Posting Clerks.

Duration: 180 hours = 9 Weeks
Class Schedule: Monday - Friday.
Time/Language: 10:00 a.m. – 2:00 p.m. - English
5:00 p.m. – 9:00 p.m. – English

Module	Course	Clock hours
1.	Introduction to QuickBooks 2019 and Company Files	9
2.	Creating a Company in QuickBooks.....	18
3.	Accounting Principles.....	21
4.	Sales and Receivables: Service Business	24
5.	Payables and Purchases: Service Business	24
6.	General Accounting: Service Business.....	24
7.	Sales and Receivables: Merchandising Business.....	24
8.	Payables and Purchases: Merchandising Business	24
9.	General Accounting: Merchandising Business	12
		180 HOURS

* Once issued to the student, these fees and equipment are non-refundable and non-returnable