Perfect Love Training Course

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| Course Info 5:30 – 7:30 pm  Tues, Wed, Fri Phone 724-544-0073 Email 4perfectlove1111@gmail.com Office Location 2033 Midland Beaver Rd  Industry, PA 15052 Course Hours 180 hours | Catalog Description An overview of the production of creating and managing a company within Quickbooks Prerequisites Basic computer and keyboarding skills recommended Instructional Goals and Purposes The purpose of this course is to examine the fundamentals of Quickbooks, be able to set up a company, write checks, enter invoices and payments, and become familiar with general accounting terms and procedures.   * Keyboard Hours per Week: 1.5 hours * Lab and Presentation Hours per Week: 30 hours  Learning Outcomes  * Understanding basic accounting * Managing basic Quickbook files * Create a company * Customize company files * Work with vendors * Work with customers * Enter bills * Create invoices * Receive payments * Enter sales receipts * Create a bank account * Understand the process of reconciliation |

**Additional Information**

Laptops will be provided. Masks and social distancing will be followed per CDC guidelines