

Digital Systems, LLC

QuickBooks Based Accounting Training

Instructor

Rajan Adhikari, Financial Consultant

Course Title: QuickBooks Based Accounting Training

Training Overview:

The course is designed based on General Accounting Practices, which helps students to understand accounting principles, practices, and applications. Basic accounting functions like accounts receivable (AR), accounts payable (AP), banking transaction, general ledger, purchasing, fixed assets, month-end procedure, and overview of financial reports including balance sheet, income statement, and trial balance are the overall scope of the course. The focus of this course is to develop accounting skills and tools, enhance participants' skills in using QuickBooks, and prepare them to find a career as an accountant or book keeper or any other accounting related position in the accounting field.

❖ **Course Objective:** At the end of the course, the participants will be able to find a job as a Book Keeper, General Accountant, Accounts Payable, Accounts Receivable, or any other accounting position.

❖ **Targeted Audience:** Anybody who is interested in building career in accounting field.

❖ **Prerequisite:** Must be good in Excel and Word and access to computer to practice QuickBooks

❖ **Course Outline:**

- **Part-1: Core Accounting Concept:** Understanding of accounting functions, key principles, tools and techniques. This section covers- Chart of Accounts (COA), Accounts Payable (AP), Accounts Receivable (AR), Cash/Banking Transaction- Reconciliation, Fixed Assets, Purchase Order (PO), General Ledger (GL), and Financial Reports/Tools and so on.

Hands on practices in learning accounting software – QuickBooks

- **Part-2: Financial Management Overview-** This section covers- proposal, planning, budgeting, forecast, internal control- financial policies, procedures, rules, auditing, tax, Generally Accepted Accounting Principles (GAAP), and creating reports to management.
- **Part-3: Enhancement-** This section focuses on creating best resume and basic computer operating functions- such as MS Word, Excel, Power Point, and Access, E-mail/Internet, job search, and market research and so on.

❖ **Web Reference:** www.digitalsystemsllc.com

❖ **Course Handout:**

- Handouts will be provided as the course progresses.

❖ **Instructional Methods:**

- Presentation, group exercises, mini-project, and group discussion, lots of homework, self-presentation practice, Interviews in the phone both in class and over.

❖ **Training Cost:**

- \$ 495.00 per person.

❖ **Training Date, Time, and Location:**

- **Course Schedule:** May 10, 2008 to June 10, 2008
- **Course Training Days:** Saturdays and Sundays
- **Hours:** 5:00 PM to 9:00
- **Location:** 901 S. Highland St, Suite # 316, Arlington VA 22204

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❖ **Instructor:** Rajan Adhikari, Bikash Acharya