



QuickBooks Based Accounting Training & Career Development

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.

We will use **QUICKBOOKS** accounting software and provide an overview of General Accepted Accounting Principle (GAAP), reporting techniques and tools.

DO YOU WANT TO BE AN ACCOUNTANT?

No accounting back ground is required

■ Course Covered:

- Accounts Receivable (AR) - Customer.
- Accounts Payable (AP)- Vendors
- Cash/Banking- Bank Reconciliation.
- General Ledger and Chart of Accounts.
- Financial Reports preparation and presentation.
- Fixed Assets.
- Overview- planning, budgeting, forecast, conceptual theory of GAAP, internal controls, tax and auditing preparation.
- Job searching support - Provide tips and trick along with resume & interview preparation, and job searching techniques.

Training cost:
\$ 700 per person
** Included all hand-out, out-lines and exercises*

■ Instructional Methods:

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

Session - I		Class Session - II	
❖ Start Date:	July 31, 2010 (6 weeks)	❖ Start Date:	Sept 11, 2010 (6 weeks)
❖ Hours:	03:00 PM to 06:00 PM Saturday and Sunday	❖ Hours:	03:00 PM to 06:00 PM Saturday and Sunday
❖ Location:	901 S. Highland Street Suite 311 Arlington, VA 22204	❖ Location:	901 S. Highland Street Suite 311 Arlington, VA 22204

- Email: rajan.adhikari@digitalsystemsllc.com
- Telephone: 703-531-8178/703-389-5629
- Please Bring: Laptop computer, pencil to write and Note book