



# Business Accounting Using QuickBooks

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
Don F. Kenny Regional Learning Center Main Campus, Indio	8:00 a.m. – 4:30 p.m.	T-F	3 weeks	90	\$695

\*Program fee **DOES NOT** include enrollment prerequisites, program requirements, or required materials.

\*Schedules and fees are subject to change without notice.

This course utilizes QuickBooks computerized accounting software to apply and practice accounting principles. Instruction includes:

- Elements of bookkeeping systems.
- Cash and accrual methods.
- Use of journals and ledgers.
- Payroll, sales tax, property tax, and banking.

## Admission Requirements

- Adult and/or post-secondary level.
- Successful completion of an assessment test may be required.
- Current government-issued photo ID.
- Social Security card.

## Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.

## Included in the Cost of Program Fees

- Textbooks.

