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WIOA AND TAA APPROVED

QUICKBOOKS and MS OFFICE (Accounting Program)

QuickBooks

Intuit QuickBooks is North America's leading small business accounting software. Millions of businesses use QuickBooks to manage their small business accounting. This course shows users how to complete the Easy Step Interview to set up company records in QuickBooks. This course includes

- Understanding Accounts and Accounting, Setting Up Accounting
- Establishing Preferences, Enabling QuickBooks Features, Getting Help in QuickBooks
- Starting Accounts and Items, Setting Up Inventory, Setting up Payroll
- Entering Opening Balances
- Adding and Deleting Accounts
- Creating Item Reports, Graphs and Invoices
- Collecting Sales Tax, Managing Sales Tax
- Using the Inventory Tracking System
- Working with W-2s and the Payroll Tax Table,
- Setting Up Employee Taxes, Withholding Taxes, Tax Payroll Items and Tax Forms

Microsoft Office

Microsoft Office course provides a comprehensive overview of the four main Microsoft Office applications. The main focus of the course will be using the right tool for the job. As each application is explored, participants will learn in-depth usage of the office applications. This course includes:

- Word
- Excel
- PowerPoint
- Outlook