THE LEARNING SOURCE
EDUCATION FOR THE NEW ECONOMY

Quickbooks

CURRICULUM
2023

The QuickBooks training program at The Learning Source, LLC comprises a total of :

> **12 Hours of Instruction**

> **Divided into 5 Thematic Modules**

Each module focuses on key aspects of QuickBooks Pro, and the overall course duration is designed to provide students with a solid understanding of the software's essential functionalities within an efficient and effective time frame.

At the conclusion of each of the 5 modules, participants engage in specific activities designed to complement the assessment of their comprehension. These activities aim to reinforce the fundamental concepts presented in each module, enabling students to apply their learning practically and enhance their mastery of QuickBooks Pro's functions.

These practical activities at each stage of the course offer students the opportunity to consolidate their understanding and skills in preparation for the comprehensive final examination at the end of the program.

Upon completion of the course, a final examination is administered to assess participants' overall understanding of the use of QuickBooks Pro. This final examination serves as a comprehensive evaluation, where achieving a minimum grade of C+ is required to pass the course.

CURRICULUM

Quickbooks

CONTENTS

CURRICULUM

Quickbooks

Module
01 **Introduction to QuickBooks Pro**

- **Setting Up and Initial Management of the Business File in QuickBooks Pro** (Activity 1)

Module
02 **Working with Customer Transaction.**

- **Managing Customer Transactions in QuickBooks Pro** (Activity 2)

Module
03 **Working with Vendor Transactions**

- **Managing Vendor Transactions in QuickBooks Pro** (Activity 3)

Module
04 **Banking with QuickBooks**

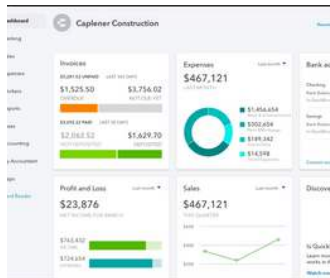- **Banking Management with QuickBooks** (Activity 4)

Module
05 **Creating a Company**

- **Creating a Company in QuickBooks** (Activity 5)

FINAL EXAM

Students participating in The Learning Source, LLC's QuickBooks training program will acquire comprehensive proficiency in the efficient utilization of the QuickBooks Pro software.

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HOLIDAYS 2023-2024

Below, the holidays of 2023 and 2024 are presented, times when classes and work activities are temporarily suspended to commemorate events of historical, cultural, and national significance in the United States.

2023

Date	Celebration/Holiday
Monday, January 2	**New Year's Day**
Monday, January 16	**Martin Luther King, Jr. Day**
Friday, January 20	**United States Presidential Inauguration Day**
Monday, February 20	**Presidents' Day**
Monday, May 29	**Memorial Day**
Monday, June 19	**Juneteenth National Independence Day**
Tuesday, July 4	**Independence Day**
Monday, September 4	**Labor day**
Monday, October 9	**Columbus Day**
Friday, November 10	**Veterans Day**
Thursday, November 23	**Thanksgiving Day**
Monday, December 25	**Christmas Day**

2024

Date	Celebration/Holiday
Monday, January 1	**New Year's Day**
Monday, January 15	**Martin Luther King, Jr. Day**
Monday, February 19	**Presidents' Day**
Monday, May 27	**Memorial Day**
Wednesday, June 19	**Juneteenth National Independence Day**
Thursday, July 4	**Independence Day**
Monday, September 2	**Labor Day**
Monday, October 14	**Columbus Day**
Monday, November 11	**Veterans Day**
Thursday, November 28	**Thanksgiving Day**
Wednesday, December 25	**Christmas Day**

Please note; The holidays listed may be subject to change based on the religious and cultural practices of the students.