

# Determine Which Class is Right for You!



**First**, please answer the following questions:

If you answered “NO” to any of questions 1-3, stop here and enroll in the SMALL BUSINESS ACCOUNTING BASICS course.

1. Have you ever kept the books for a business or non-profit?
2. Do you understand the purpose of bookkeeping, income and deductible expenses, cash vs. accrual accounting and the essential general records needed for a small business?
3. Can you generate and understand a basic Income Statement and Balance Sheet?

**Second**, if you answered “yes” to ALL of the previous questions, please answer the next series of questions:

If you answered “NO” to any of questions 4-6, enroll in the \*INTRO TO QUICKBOOKS® course.

4. Can you enter and modify information in the Chart of Accounts, Customer: Job list, Vendor list and Item list in QuickBooks®?
5. Can you manage customer accounts using invoices and/or sales receipts? Can you write checks and reconcile the bank account in QuickBooks®?
6. Can you generate, modify and read a basic Profit & Loss and Balance Sheet in QuickBooks®?

If you answered “YES” to ALL of the above questions, please enroll in the \*INTERMEDIATE QUICKBOOKS® class.

*\* Familiarity with the Windows™ environment is a prerequisite for the Intro and Intermediate courses.*