

## Skills for Success Curriculum Resource Cover Page

### e-Channel Organization

The LearningHUB

### Curriculum Resource

***Bookkeeping and Accounting Essentials***

*This 2-course series is an introductory Bookkeeping course that teaches bookkeeping basics and how to use QuickBooks Online.*

*Learn the nature of accounting and how careers in accounting compare to bookkeeping. You will explore the characteristics of a corporation, partnership, franchise and sole proprietorship business and the importance of double-entry accounting. You will classify the accounts of a service business as assets, liabilities or owner's equity; understand the relationship between an income statement, revenue and expense accounts and owner's equity; and analyze and record transactions in the general journal.*

*After completing the accounting knowledge needed to be successful, you'll learn how to set up a new company in QuickBooks Online, understand the information displayed on the Dashboard, how to find what you're looking for, how to create new transactions, and what buttons and fields do on transactions. You'll learn the steps necessary to set up suppliers, enter expenses, and track bills and reconcile accounts in QuickBooks Online.*

### OALCF Alignment

Competency	Task Group	Level
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2b
Competency B - Communicate Ideas and Information	B3. Complete and create documents	3b
Competency C - Understand and Use Numbers	C4. Manage data	3
Competency D - Use Digital Technology	Choose an item.	3
Choose an item.	Choose an item.	Choose an item.

### Goal Paths (check all that apply)

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

### Embedded Skills for Success (check all that apply)

- Adaptability
- Collaboration
- Numeracy
- Problem Solving

Communication

Reading

Creativity and innovation

Writing

Digital

**Notes:**