



KIDS & TEENS FREELANCING TRAINING

Quick Books Certification Course Outline

MODULE 1: What is QuickBooks & Why Use It?

- What is QuickBooks? (Money management software)
 - Real-life uses (stores, schools, lemonade stands!)
 - How it helps with income, expenses, and reports
 - Guided tour of QuickBooks interface
-

MODULE 2: Understanding Income & Expenses

- What is income? What are expenses?
 - Examples: selling toys, art, or digital downloads
 - Categorizing money movements
 - Record mock transactions (e.g., earned \$20 from a digital product)
-

MODULE 3: Creating Customer & Vendor Profiles

- Who are customers and vendors?
 - Add sample customers (e.g., friends, parents)
 - Create vendors (e.g., printer shop, suppliers)
 - Practice with mock profiles
-

MODULE 4: Making & Tracking Invoices

- What is an invoice?
 - Add items/services sold (e.g., drawing, tutoring)
 - Send mock invoices
 - Track who paid and who still owes
-

MODULE 5: Managing Products & Services

- Add items like “Math tutoring,” “Art print,” or “Lemonade cup”
- Set price and stock quantity
- Learn to track inventory basics
- Make a simple product list in QuickBooks

MODULE 6: Linking Bank Accounts (Conceptual)

- What is a bank feed?
 - Simulated practice: matching income and expenses
 - Reconcile a mini bank statement
 - Understand deposits and withdrawals
-

MODULE 7: Simple Reports & Dashboards

- View Profit & Loss report
- Graphs showing money in/out
- Create a spending summary
- Compare two months of “business” data

MODULE 8: Final Project & Financial Presentation

- Kids create a fake or real business
- Input 3–5 transactions, make invoice, see report
- Share their "business finances" in a short presentation
- Receive certificate of completion