

CENTER FOR PROFESSIONAL DEVELOPMENT**PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS 2010
(SOFTWARE INCLUDED)**

140 Hours/12 Months/Instructor-Facilitated

Course Code: **CPD110****OVERVIEW**

Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2010—the leading financial software tool for small businesses. Even if you have no bookkeeping experience, this program will prepare you to do professional accounting for a small business.

By the time you've completed these simple, step-by-step lessons, you'll be an expert in everything from basic accounting to double-entry bookkeeping. Hands-on activities will help you learn skills including planning a budget, managing a payroll, and handling accounts receivable and accounts payable. In addition, you'll gain the knowledge you need to ensure that your accounting methods meet all legal standards.

OBJECTIVES

After taking this program, you'll be prepared to handle bookkeeping for a small business. You'll also know how to use QuickBooks, the leading small business financial software program.

You will master skills including:

- Using the basic bookkeeping equations in QuickBooks 2010 and all supporting journals, ledgers, and worksheets.
- Setting up QuickBooks, entering data accurately, and managing the bookkeeping function for a small business.
- Using double-entry accounting and understanding the impacts of debits and credits for all account types.

MATERIALS INCLUDED

- *Bookkeeping Made Simple*
- *QuickBooks Pro 2010 software*

OUTLINE**Bookkeeping Concepts**

1. Bookkeeping Defined
2. The Journal and The Ledger
3. Special Journals and the Worksheet
4. Financial Statements and Closing the Books

5. Merchandising Accounts
6. Depreciation and Checking Accounts
7. Petty Cash and Interest
8. Payroll, Partnerships, and Corporations

Bookkeeping with QuickBooks

1. Getting Started
2. The Chart of Accounts
3. Company Lists
4. Bank Accounts
5. Fixed Assets and Depreciation
6. Accounts Payable I and II
7. Accounts Receivable I, II, and III
8. Inventory and Estimating
9. Reporting

COMPUTER REQUIREMENTS

- PC (Windows XP/Vista/7) - the included software will not work on a Mac
- Adobe Acrobat Reader and Adobe Flash Player
- Internet connection (high-speed recommended)
- Microsoft Word and Excel are required

INSTRUCTOR BIO

Ronald Brown has more than 15 years of experience in the business accounting field, including serving as the assistant account manager for a multi-million-dollar hotel chain. He also held the position of maintenance account specialist for Southland Corporation and was primarily responsible for overseeing 600 store maintenance contracts. Currently, he is a staff accountant for Condomex Inc and Porcelanite Tile Company. He has a Bachelor of Business Administration degree in management from Northwood University.

Marlissa Phillips, CPA, MBA, is proprietor of MJ Phillips Company. For more than 12 years, Marlissa has worked with small businesses in a variety of industries. Her firm also launched Heart2Heart Services, which focuses on the needs and concerns of nonprofit organizations. Marlissa provides training for clients as well as accounting professionals. She graduated from the University of West Georgia with a Bachelor of Business Administration degree in finance and received an MBA in accounting from DePaul University. She is a member of the Intuit Accounting Professionals Trainer Network and is an instructor for CPELink.com.