EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

PROFESSIONAL BOOKEEPING WITH QUICKBOOKS 2013

(SOFTWARE INCLUDED)

140 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD159**

OVERVIEW

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2013, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare do professional bookkeeping for a small business with this course. The program teaches you to plan a budget, manage payroll systems, and manage accounting. It also makes you aware of the legal standards that apply to accounting methods, giving you the proper credentials you need to practice bookkeeping with confidence.

The cost of the program includes the textbook *Bookkeeping Made Simple* and the QuickBooks 2013 software.

OBJECTIVES

Complete work in this program that will prepare you to handle bookkeeping for a small business. Learn how to use QuickBooks 2013, the leading small business financial software program.

Master skills including:

- Performing basic bookkeeping equations
- Setting up QuickBooks
- Entering data accurately
- Managing bookkeeping
- Using double-entry accounting
- Understanding the impacts of debits and credits for all account types

MATERIALS INCLUDED

- *Bookkeeping Made Simple*
- *QuickBooks 2013 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

Wade Lindenberger, is a CPA with over 20 years of financial accounting and management experience in public accounting and private industry. He is currently Director of Finance and Administration for New Children's Museum. Before his current position, he worked as the National Finance and Accounting Service Line Leader for Premier Alliance Group, a national professional services firm. Wade was also Director of the Finance and Accounting service line for the San Diego office of a global, publicly held professional services firm. Before becoming a consultant, Wade was Divisional Controller for one of the leading health and fitness club chains in the world. He has also been Internal Audit Manager and Divisional Controller for a division of a Fortune 500 global energy project management company. He began his career with Coopers & Lybrand, predecessor to PricewaterhouseCoopers, one of the "Big Four" CPA firms. Wade is the creator of the Certified Bookkeeper and Professional Bookkeeping with QuickBooks 2012 courses as well as a facilitator. He has previously served as an instructor for courses at Coopers & Lybrand and at the University of California at San Diego for the Extension Program and is currently an adjunct professor at the University of San Diego School of Business. He is a member of the American Institute of Certified Bookkeepers' Advisory Board.

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.