

- Fort Wayne, IN
- Kokomo, IN
- Elkhart, IN
- Napoleon, OH

# Accounting and QuickBooks Financials

Indiana ETC #7719 • Ohio #520301 • Cost: \$1,500



*Bookkeeping, accounting, and auditing clerks are financial record-keepers. They update and maintain accounting records, including those which calculate expenditures, receipts, accounts payable and receivable, and profit and loss. These workers have a wide range of skills from full-charge bookkeepers who can maintain an entire company's books to accounting clerks who handle specific tasks.*

*As organizations continue to computerize their financial records, many bookkeeping, accounting, and auditing clerks use specialized accounting software, spreadsheets, and databases. Most clerks now enter information from receipts or bills into computers, and the information is then stored either electronically or as computer printouts, or both.*

*Bookkeepers, accountants and auditing clerks are employed in every industry. Current and potential clients like to know their financial professionals have been properly trained. By earning professional certification you demonstrate your expertise and skill and increase your competitive edge, becoming a more appealing accountant, bookkeeper, and/or tax professional.*

## **Program Overview:**

This program is intended to broaden, deepen and verify users' knowledge of accounting, and instruct the student to be proficient in QuickBooks, the most widely-used accounting software of small- to medium-sized businesses.

Employment of bookkeeping, accounting, and auditing clerks is projected to grow, adding 264,000 new jobs by the year 2016. Due its size, this occupation will have among the largest numbers of new jobs, including opportunities for temporary and part-time work.

## **Prerequisites:**

HS Diploma or GED and Office Administration ETC Number 7653 or Computer Basics

## **Classes:**

- Bookkeeping Basics
- Getting Started with QuickBooks
- Setting Up a Company
- Working with Lists
- Setting Up Inventory
- Selling Your Product
- Invoicing for Services
- Processing Payments
- Working with Bank Accounts
- Entering & Paying Bills
- Customizing Forms
- Using QuickBooks Accounts
- Creating Reports
- Creating Graphs
- Tracking & Paying Sales Tax
- Doing Payroll with QuickBooks
- Keeping Track of the Job
- Writing Letters
- Synchronizing with Contact Management Software

## **Certification:**

QuickBooks Certified User

Classes are 6 weeks in length, and meet for 4 hours per day, Monday through Thursday, mornings or afternoons

**For information regarding this course, contact:**

info@etfortwayne.com • (260) 432-9077 • Toll-free: (866) 257-0316