

# Professional Bookkeeping

## LEARNING OBJECTIVES



This certified bookkeeper training provides real-world, hands-on experience. Drill exercises. Practice activities. Quizzes. All the good stuff—none of the fluff.

It's online, self-paced, and designed to prepare you to earn valuable certifications—arming you with concrete knowledge—to launch your career in accounting.

### Program Orientation

- Initiate the Professional Bookkeeping Program.

### Computer Fundamentals

- Prepare to be consumers and technology users in academic, professional, and personal settings.
- Explore the evolution of society's reliance on technology.
- Develop personal uses for technology to help with productivity, learning, and future growth.
- Review the role of technology in the professional world.
- Examine the role of the web in daily life.

### Business Foundations

- Explain how ethics, social responsibility, the economy, and international trade all factor into the business environment.
- Analyze the role of small business ownership and entrepreneurship in the US business environment.
- Explain how strong management and flexible organization enable companies to produce quality goods and services.
- Describe the role of human resources in creating a successful organization.
- Describe the role of marketing in developing successful customer relationships and promoting products.
- Explain how technology, accounting, and financial information are used to control costs and increase efficiency in an organization.
- Describe the role of financial management in the success of an organization.

### Microsoft Office 2019: Specialist

- Successfully follow the lesson structure and download available study tools.
- Navigate the Microsoft Office training module(s) using the buttons and icons provided.

### Financial Accounting (CMA)

- Perform the recording and adjustment steps of the accounting cycle.

- Perform the financial reporting and closing steps of the accounting cycle.
- Apply accounting procedures, reporting requirements, and internal controls for the company's assets, liabilities, and equity accounts.
- Assess company performance using financial statements and annual reports.
- Explain how different accounting practices lead to improved business analysis and decision making.

### Managerial Accounting (CMA)

- Perform the recording and adjustment steps of the accounting cycle.
- Perform the financial reporting and closing steps of the accounting cycle.
- Apply accounting procedures, reporting requirements, and internal controls for the company's assets, liabilities, and equity accounts.
- Assess company performance using financial statements and annual reports.
- Explain how different accounting practices lead to improved business analysis and decision making.

### Online Quickbooks

- Review fundamental accounting concepts and principles through the use of the QBO application and the analysis of business events
- Practice how to set up QBO for a business, use it to record business events, and use it to generate financial statements and reports.
- Explore the value of a computerized accounting information system and how it can be used to communicate important information to business owners, investors, and creditors.

### Program Completion

- Prepare to take the next steps after program completion.

**Total Hours: 374**

**Online Coursework, Simulations, and Experiential**