



Kirkwood Community College
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Business Bookkeeping Computer Certificate Program

Code Set (ITSO) : 04 04 11 04 (CCCP-5500 - 5203020000 - Contact Hours : 114 hrs)

This certificate is designed for busy adults who desire to learn the technical skills essential for bookkeeping-related positions. Learn popular accounting software and the essentials of spreadsheets and databases. Whether for a home-based business, your employer or your next career, you can understand the applications used in the bookkeeping industry. According to EMSI in 2018, the annual median wage for bookkeepers was \$18.70 per hour. A job for trained bookkeepers will be available in all types of industries and organizations, particularly those with up-to-date computer skills in accounting applications software. Tuition includes all textbooks. Classes include: Accounting Basics, Windows 10 Basics, Word Level 1, Excel Level 1, Access Level 1, PowerPoint Level 1, Bookkeeping Final Project Review, Bookkeeping Final Project, Quick Books and More with Quick Books.

More with QuickBooks

Code Set (ITSO) : 04 04 11 04 (CCOP-1300 - Contact Hours : 14.4 hrs)

If you know the basics of QuickBooks but want to learn more about the program, this is the course for you. Through lecture and hands-on projects, you will learn to create reports and graphs, customize forms, do payroll, and track and pay sales tax. The 2015 version of QuickBooks will be used in class. Tuition includes a textbook.

Word Level 1 2016

Code Set (ITSO) : 04 04 11 04 (CCOP-2103 - Contact Hours : Min - 9.6 hrs, Max - 19.2 hrs)

Learn the basics of word processing with Microsoft Word 2016. Find out how to navigate in a document, enter and edit text, use numbered and bulleted lists, create envelopes, work with tables, borders, shading, styles, shapes, WordArt and SmartArt, set custom tabs, insert headings and footings, track changes and save your work in different file formats. The lessons will be reinforced by creating and editing business documents, a resume, a promotional brochure, and reports. This beginning level class will help you with basic document preparation. Introduction to Windows or equivalent experience recommended. Tuition includes a textbook.

Bookkeeping Computer Certificate Final Project

Code Set (ITSO) : 04 04 11 04 (CCOP-8100 - Contact Hours : 4.8 hrs)

Demonstrate the skills you have learned in the Bookkeeping Certificate Program.

Accounting Basics

Code Set (ITSO) : 04 04 11 04 (CBBC-3000 - Contact Hours : 28.8 hrs)

Learn the basics of accounting with this straightforward approach. You will learn basic accounting concepts including debits, credits, double-entry bookkeeping, income statements, and balance sheets. Discover payroll accounting, accruals, accounting for sales, cash receipts, purchases, special journals, voucher systems, book reconciliation, and more. Computerized systems and financial statement analysis will be addressed as well. Step-by-step examples will be used to reinforce concepts in a hands-on approach. Textbook will be provided.

PowerPoint 2016 Level 1

Code Set (ITSO) : 04 04 11 04 (CCOP-2803 - Contact Hours : 9.6 hrs)

Microsoft PowerPoint 2016 is a great tool for creating professional looking presentations that facilitate the sharing of information. In this beginner level course, you will learn how to create a PowerPoint presentation by choosing a theme, adding slides, choosing slide layouts and how to deliver a PowerPoint by navigating through the slides. Attention will be given to designing and printing the presentation through creating outlines and formatting the presentation. You will also learn how to add graphics, animation, and multimedia to your presentation. This includes how to add and work with pictures, slide transitions, audio, and video. Tuition includes a textbook.

Excel Level 1 2016**Code Set (ITSO) : 04 04 11 04 (CCOP-2403 - Contact Hours : Min - 9.6 hrs, Max - 19.2 hrs)**

Microsoft Excel is a powerful spreadsheet application that is an essential tool in today's workplace. This beginning level class will teach you how to enter and edit data, format cells, work with numbers and dates, use AutoFill and perform worksheet calculations. After this you will rearrange data on a worksheet, manage multiple worksheets and use functions in formulas. Excel is also able to create charts to compare data and has special features to make organizing large amounts of data easier. Introduction to Windows or equivalent experience recommended. Tuition includes a textbook.

Access Level 1 2016**Code Set (ITSO) : 04 04 11 04 (CCOP-3103 - Contact Hours : Min - 9.6 hrs, Max - 19.2 hrs)**

Learn the basics of Microsoft Access 2016 database application in this introductory class. Open, navigate and close database objects, sort and filter table data and import data sources. Learn to create forms, change forms in layout and design views and create multiple items and split forms. Work with queries to select, sort, show and use criteria in queries. Learn how to use and modify reports to display information such as organization and structure. Introduction to Windows or equivalent experience recommended. Tuition includes a textbook.

Windows 10 Basics**Code Set (ITSO) : 04 04 11 04 (CCOP-2181 - Contact Hours : 9.6 hrs)**

Welcome to the world of Microsoft Windows 10. Windows 10 has many new features to offer its users. This course will get you up to speed on the basics of your Windows 10 Operating System, starting, controlling and working with apps, creating an online account and managing your files. You will also learn how to search the web using Windows' 10 new web browser, Microsoft Edge. Learning will be reinforced with plenty of practical hands-on exercise that allows you the ability to apply what you learn immediately. Tuition includes a textbook.

QuickBooks**Code Set (ITSO) : 04 04 11 04 (CCOP-1200 - Contact Hours : 14.4 hrs)**

Learn practical knowledge about QuickBooks from an accounting perspective. Learn to set up accounts, categorize transactions, add transactions to register, transfer funds, split transactions, transaction schedule, balance accounts and create reports. Also learn how to use graphics, mortgage, loan tracking and category groups. Create and use investment accounts and budgeting. The 2015 version of QuickBooks will be used in class. Tuition includes a textbook.

Bookkeeping Computer Certificate Final Project Review Class**Code Set (ITSO) : 04 04 11 04 (CCOP-8100 - Contact Hours : Min - 3.6 hrs, Max - 4.8 hrs)**

Demonstrate the skills you have learned in the Bookkeeping Certificate Program.