Accounting & Bookkeeping Specialist

81 Hours

Course Description
In as little as nine weeks, the Accounting and Bookkeeping Continuing Education program will give you the skills that you need to qualify for the following types of positions:

- Bookkeeper
- Payroll Clerk
- Accounts Receivable Clerk
- Office Assistant
- Accounts Payable Clerk
- Accounting Assistant
- Billing Clerk
- Hotel Night Auditor

Students will begin by learning the complete accounting cycle including asset, liability, capital and earnings accounts, double-entry bookkeeping, and the various accounting journals and ledgers. Students will also learn how to record transactions, calculate payroll, and complete the general ledger, trial balance and financial statements.

Next, students will learn how to handle other important issues and accounting problems of small to mid-size organizations. Other issues addressed will include year-end procedures, accruals and deferrals, the cash basis of accounting, transactions between an organization and its owners, and procedures for creating an accounting system. Students will also learn how to handle the specific accounting requirements of contractors and nonprofit organizations. Many realistic exercises, problems, and simulations will be completed both in class and as homework assignments to reinforce the students’ knowledge and skills.

In the hands-on computer training sessions, students will learn how to use Microsoft Excel, which is required of nearly all accounting clerks and bookkeepers. They will also learn how to use QuickBooks, the most popular accounting software program for small and mid-sized organizations. In addition, students will have the option to learn other Microsoft Office and accounting software programs (ex. Peachtree; Microsoft Great Plains) and will have the opportunity to reinforce their skills in general business math and keyboarding to ensure that they can tackle a wide range of business assignments efficiently and accurately.

The instructor for this course is Dr. Andrew Schiff, a highly-rated Professor of Accounting at Towson University. He has been offering this continuing education program in a variety of formats for nearly 15 years. Moreover, he has been a Certified Public Accountant for over 30 years.
### Course Outline

<table>
<thead>
<tr>
<th>MODULE</th>
<th>TOPICS COVERED</th>
</tr>
</thead>
</table>
| **1: Core Concepts and Accounting Records (Classes 1 - 7)** | - Overview of the program. Introduction to financial statements and the accounting equation.  
- Financial statements and the accounting equation exercises and problems. Types of business entities: Proprietorships and partnerships.  
- Types of business entities (continued): ’C’ and ’S’ corporations and limited liability companies.  
- Introduction to double-entry Bookkeeping.  
- The sales journal and the accounts receivable subsidiary ledger.  
- The purchase journal and the accounts payable subsidiary ledger.  
- Payroll laws and regulations. The Payroll journal and the payroll subsidiary ledger. |
| **2: Payroll and Full-Charge Bookkeeping (Classes 8 – 14)** | - The payroll journal and Subsidiary ledger (continued). Payroll tax laws, and federal and state tax forms.  
- Proper classification of employees and independent contractors. Procedures for the payment of payroll liabilities. The cash receipts and cash disbursements journals.  
- The cash receipts and cash disbursements Journals (continued)  
- Depreciation techniques, bank reconciliations, and ways of calculating cost of goods sold.  
- Full-charge bookkeeping practice set: the purchase, cash disbursements and payroll journals and subsidiary ledgers.  
- Full-charge bookkeeping practice set: the sales, cash receipts and general journals and subsidiary ledgers.  
| **3: Additional Topics and Accounting for Specific Industries (Classes 15 – 25)** | - Accounting for the disposal of fixed assets, and closing the books at the end of the year.  
- The cash versus the accrual basis of accounting, and setting up a record-keeping system.  
- Transactions between an organization and its owners or shareholders, and correcting or creating the accounting records for an ongoing business.  
- Accounting for contractors, including different methods of accounting for jobs in progress.  
- Accounting for non-profit organizations, tax-exempt status under the Internal Revenue Code, and IRS Forms 1023 and 990.  
- Non-profit organization full-charge bookkeeping practice set.  
- Typical small business tax forms and methods of calculating self-employment taxes.  
- Small business financing and loan package preparation.  
- Preparing the statement of cash flows, evaluating financial projections and calculating the break-even point.  
- Course review, resume preparation, and resources and techniques for obtaining employment. |
4: Microsoft Excel and QuickBooks Hands-On Computer Training (Classes 26 – 33)

- Microsoft Excel: The ribbon, entering data, autofill, formatting cells, formulas.
- Microsoft Excel: Conditional formatting, absolute references, borders, filling cells, functions, pivot tables and charts, printing.
- Microsoft Excel: Round, replace, the “if” function, concatenating, value, multiple sheets.*
- Microsoft Excel: Countif, counta, pmt, macros, vlookup, hlookup, goal seek.*
- QuickBooks: Setting up QuickBooks, lists, bank accounts, other accounts.
- QuickBooks: Entering sales, receiving payments and making deposits, entering and paying bills.
- QuickBooks: Inventory, tracking and paying sales tax, doing payroll.
- QuickBooks full-charge bookkeeping practice set.**

* Hands-on training in keyboarding may be substituted for one or more of these topics, depending upon the skills and needs of the student.

** Four hour class.