

Electronic Bookkeeping

Run a successful business for yourself or for someone else by knowing what, where, and when to take corrective action. Learn how to keep accurate and current records about business financial activities using the most widely used accounting and spreadsheet software programs. Also cover the major topics essential to bookkeepers including debts, credits, and setting up chart accounts.

Prerequisite: Introduction to Word or equivalent experience

Required Courses:

- LBS0115 Bookkeeping Boot Camp
- LCT0127 Introduction to Excel 2016
- LCT0227 Intermediate Excel 2016
- LCT0012 Introduction to QuickBooks 2015
- LCT0112 Intermediate QuickBooks 2015
- LCT0400 Electronic Bookkeeping Portfolio Workshop*

***Each student will be required to pass the Electronic Bookkeeping Portfolio Workshop after completing all required coursework.**

This digital badge program can be completed in one semester.

The Electronic Bookkeeping badge is a component of four Workforce Innovation and Opportunity Act (WIOA) approved programs.

You are invited to attend Harper College's fall 2017 CECT Information Session!

Join us on Wednesday, August 16 at 6pm at the Harper Professional Center in Schaumburg. To reserve a seat, go to http://goforward.harpercollege.edu/ce/information/info_sessions.php.

Fall 2017 Electronic Bookkeeping classes are held at the following locations:

- HPC123 at the Harper Professional Center located at 650 E. Higgins Rd in Schaumburg.
- Y106 is located on the main campus.

Electronic Bookkeeping Fall 2017 Course Schedule

Bookkeeping Boot Camp – Tuition \$239, Fees \$35

LBS0115-001 20015	Wednesday	10/18 – 10/25	6pm – 9pm	Y106
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Introduction to Excel 2016 – Tuition \$205 / Fees \$35 (choose one)

LCT0127-001 20160	Monday	10/2	9am – 4pm	HPC123
LCT0127-002 20161	Saturday	11/4	9am – 4pm	HPC123

Intermediate Excel 2016 – Tuition \$205 / Fees \$35 (choose one)

LCT0227-001 20288	Monday	10/16	9am – 4pm	HPC123
LCT0227-002 20289	Saturday	11/18	9am – 4pm	HPC123

Introduction to QuickBooks 2015 – Tuition \$295 / Fees \$44

LCT00012-001 20149	Thursday	10/19 – 11/9	9am – 12:15pm	HPC123
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Intermediate QuickBooks 2015 – Tuition \$295 / Fees \$44

LCT0112-001 20157	Wednesday	11/15 – 12/13 No class 11/22	6pm – 9:15pm	HPC123
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Electronic Bookkeeping Portfolio Workshop LCT0400-001 20301 – Tuition \$255

This self-paced performance workshop allows you to demonstrate the bookkeeping skills you have acquired in the classes. You will meet with an experienced instructor, and then complete a project incorporating QuickBooks and Excel. All badge requirements must be completed before registering for this course. Call 847-925-6075 for more information.

Electronic Bookkeeping Badge Total: \$1687

The fees include the cost of the textbook and a technology fee.

Register today! Call 847-925-6300 or go online at <http://goforward.harpercollege.edu/ce/registration/index.php>.