

## 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 Spring 2018 CECT Information Sessions!**

Join us on Wednesday, December 13<sup>th</sup> at 6pm or Wednesday, January, 10<sup>th</sup> at 6pm in suite 2W at the Harper Professional Center in Schaumburg. To reserve a seat, go to [http://goforward.harpercollege.edu/ce/information/info\\_sessions.php](http://goforward.harpercollege.edu/ce/information/info_sessions.php).

**Spring 2018 Electronic Bookkeeping classes are held at the following locations:**

- HPC123 at the Harper Professional Center located at 650 E. Higgins Rd in Schaumburg.
- W218 is located on the main campus.

## Electronic Bookkeeping Spring 2018 Course Schedule

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

LBS0115-001 50014	Wednesday	3/14 & 3/21	6pm – 9pm	W218
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### Introduction to Excel 2016 – Tuition \$205 / Fees \$35 (choose one)

LCT0127-001 50407	Friday	2/9	9am – 4pm	HPC123
LCT0127-002 50408	Saturday	4/14	9am – 4pm	HPC123

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

LCT0227-001 50048	Friday	2/23	9am – 4pm	HPC123
LCT0227-002 50049	Saturday	4/28	9am – 4pm	HPC123

### Introduction to QuickBooks 2015 – Tuition \$339 / Fees \$44

LCT00012-001 50393	Thursday	3/15 – 4/12	9am – 12:15pm	HPC123
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### Intermediate QuickBooks 2015 – Tuition \$339 / Fees \$44

LCT0112-001 50404	Thursday	5/10 – 5/31	9am – 12:15pm	HPC123
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### LCT0400-001 50059 Electronic Bookkeeping Portfolio Workshop– 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: \$1775

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>.