Computer Technology/Computer Certificate Programs

Business Bookkeeping Computer Certificate CCCP-5500

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 will come to understand the applications used in the bookkeeping industry. A job for trained bookkeepers will be available in all types of industries and organizations, particularly for those individuals with up-to-date computer skills in accounting applications software.

Ready to learn more? Complete our information form at www.kirkwood.edu/ce_certificatesform or contact a student advisor today at ceadvising@kirkwood.edu or 319-398-5529.

Course List:
Accounting Basics; Windows Basics; Word Level 1; Excel Level 1; Access Level 1; PowerPoint Level 1; Quick Books; More with Quick Books; Bookkeeping Final Project Review; Bookkeeping Final Project

Delivery Method:
Classroom

Length of Program and CEU Credits:
95 hours, 12.12 CEUs

Entrance Requirements/Prerequisites:
None

Other Items to Know About this Course:
All classroom materials are included in the tuition fee and will be provided in class.

Program Completion Requirements:
This is a pass/fail certificate. There is a two-part final project for the Bookkeeping Computer Certificate. Students will need to successfully complete both parts of the final project in order to pass the certificate program. Students

will be tested over the accounting concepts with a test possibly consisting of fill-in-the-blank, multiple-choice, and sequencing questions. Books are not allowed for this test. The Business Bookkeeping Computer Certificate final project is a computer-based test including multiple-choice, true/false, matching, and simulation questions about Windows Basics, Word Level 1, Excel Level 1, PowerPoint Level 1, and Access Level 1. Students must have a score of at least 70 percent for the Accounting test and a cumulative score of at least 70 percent for the Computer test in order to pass. Students must have 100 percent attendance to receive CEU credit (students are allowed to miss one class session).

Industry Credentials Earned:
None. This program does not award any nationally recognized certification upon completion.

Pathway to Credit Program:
None

Tuition Assistance:
Yes

Kirkwood
COMMUNITY COLLEGE

Course Objectives:

- Understand 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, and book reconciliations.
- Navigate the Windows Operating System, including managing windows and folders, sorting and filing files, running programs, managing security settings, and utilizing Window's multimedia features.
- Multitask effectively using the task bar; minimize, maximize, resize, and move program windows; cut, copy, and paste text and pictures; and use various file storage devices.
- Navigate a Word document using the ribbon; 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 headers and footers; track changes; and save your work in different file formats.
- Using Excel, enter and edit data, format cells, work with numbers and dates, use AutoFill, and perform worksheet calculations. Rearrange data on a worksheet, manage multiple worksheets, and use functions in formulas. Create charts to compare data and utilize special features to make organizing large amounts of data easier.
- Using Access, 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.
- Using PowerPoint, create a presentation by choosing a theme, adding slides, choosing slide layouts, and navigating through the slides. Design and learn how to print the presentation through creating outlines and special formatting. Add graphics, animation, and multimedia to the presentation, including working with pictures, slide transitions, audio, and video.

- Learn to set up accounts, categorize transactions, add transactions to register, transfer funds, split transactions, transaction schedule, balance accounts, and create reports in QuickBooks.
- Learn to use graphics, mortgage, loan tracking, and category groups, and create and use investment accounts and budgeting in QuickBooks.
- Create advanced-level reports and graphs, customize forms, do payroll, and track and pay sales tax in QuickBooks.

Learning Outcomes:

Upon completion of this program students should be able to understand accounting concepts and execute basic accounting functions, navigate the Windows Operating System, perform basic office tasks in Microsoft Word, Excel, Access, and PowerPoint, and perform basic and advanced-level tasks in QuickBooks.

Careers:
Source: Career Coach 2018, Kirkwood Community College region.

Bookkeeping, Accounting, and Auditing Clerks
Average hourly earnings: $18.42
Starting hourly earnings: $10.24
Projected job openings (2018 – 2023): 1,665

Brokerage Clerks
Average hourly earnings: $20.61
Starting hourly earnings: $13.68
Projected job openings (2018 – 2023): 19

Tax Preparers
Average hourly earnings: $23.28
Starting hourly earnings: $10.93
Projected job openings (2018 – 2023): 57

Related Information:
NA

Kirkwood
COMMUNITY COLLEGE

Continuing Education
6301 Kirkwood Blvd. SW
Cedar Rapids, Iowa 52404
319-398-5529
www.kirkwood.edu/ce_certificates

LEARN MORE
Complete our information form at www.kirkwood.edu/ce_certificatesform or contact a student advisor today at ceadvising@kirkwood.edu or 319-398-5529.