



# Workforce Training

## *Course Description: Bookkeeping Job in Less Than Two Months*

*This is a five-part course designed to transform a high school graduate into a full-charge bookkeeper and office manager in less than two months.*

*This course consists of five modules:*

1. Basic Financial Literacy Training (15%)
2. Understanding 'Full Charge' Bookkeeping (30%)
3. Basic Excel Skills for Bookkeeping (15%)
4. Basic QuickBooks for Bookkeeping and Accounting (30%)
5. How To Get a Bookkeeping Job (10%)

***NOTE: Each module can be made available as a separate training class.***

*We Guarantee Results*

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# Financial Literacy Basic Training

*This high-quality practical seminar features easy-to-follow basic financial literacy training.*

## *One Dozen Key Benefits for Workshop Participants*

- Gain **Economic Empowerment** through financial literacy
- Envision a more complete, competent life by understanding financial basics
- Construct a realistic household budget that serves as a basic planning tool
- Learn how to check and balance your budget
- Use banks effectively for checking, savings, credit and mortgages
- Make sound credit decisions: good debt vs. bad debt
- Examine 10 consumer protection laws and regulations designed to protect you from unfair, discriminatory or predatory lending practices
- Understand the hierarchy of investments – where to start – where to go
- **See how easy it can be to understand and use financial statement basics**
- **Gain the financial knowledge you need to get a better job**
- Understand the basics of home ownership
- Plan and ensure a secure retirement

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*A Practical, Comprehensive Approach . . .*

# Financial Literacy Basic Training Workshop Agenda

## **Introduction – The Concept of Economic Empowerment: Your Vision and Basic Budgeting (Planning) for a Better Life**

- Total Monthly Inflow
- The Monthly Household Budget
- Basics: Rent, Utilities, Telephone and Cable
- Child care requirements
- Food, health care and transportation
- Subtle items: Repairs, Insurance
- Saving for the future
- Balancing the budget and making adjustments
- Checking the budget to actual results and making adjustments

## **Using the Banking System – What to Expect**

- Checking Accounts, Money Market Accounts and CD's
- How and why the banking system works
- How the government keeps your money safe

## **Why and How To Balance Your Checkbook Monthly (Case Study)**

- Entering and summarizing the proper information
- Reconciling what the bank thinks you have to what you think you have
- Spreadsheets can make life easy

## **Using Credit Wisely**

- Good Debt, Bad Debt and smart decisions
- How to become credit worthy
- Understanding the value of borrowing Other People's Money (OPM)
- How interest works: credit cards vs. home mortgages
- Home mortgages: different options and government help
- 10 consumer protection laws and regulations to handle unfair, discriminatory or predatory lending

## **Understanding Quality Investments**

- Balancing risk, reward and asset allocation
- Deferred pleasure – why education is an investment
- The incredible power of patience and compound interest – using the Rule of 72
- Money market and CD accounts
- Stocks, Bonds and Mutual Funds
- Real Estate and home ownership

## **Home Ownership – A Powerful Basic Investment**

- Government programs to help you buy a house
- Working with a realtor
- Understanding the sales contract
- Qualifying for and understanding a mortgage
- The closing process
- Insurance, taxes and escrows

## **Retirement Planning**

- The twin pillars of Social Security and Medicare
- 401 k and other retirement plans
- Why savings and home ownership is important
- Insurance for long-term nursing care and other retirement needs

## **Total Financial Planning**

- Insuring (protecting) what you've earned in life
- Government assistance programs

## **How to Understand and Use Financial Statements**

- Understanding the four quadrants of the balance sheet – evaluating liquidity and debt
- Using Profit Check Points on the Income Statement to Evaluate Performance
- **What to look for when running a business or government agency**

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# Understanding Full-Charge Bookkeeping

*Learn Bookkeeping Procedures & Double-Entry Bookkeeping*

## *One Dozen Key Benefits for Workshop Participants*

- Learn the accounting equation
- Recognize the accounting cycle and business operating cycle
- Understand journal entries and double-entry bookkeeping
- Differentiate between a journal and general ledger
- Review the most common errors in posting
- Prepare a trial balance
- Learn how to use a 10-key adding machine
- Use/Understand a chart of accounts
- Reconcile bank accounts
- Prepare payroll checks – withholding taxes, etc.
- Close out the books
- Easy-to-follow comprehensive case studies

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# Understanding Full-Charge Bookkeeping Workshop Agenda

## **Bookkeeping Overview and Introduction**

- Keeping a Record of Transactions
- Assets: What the Business Owns
- Liabilities: What the Business Owes
- Equity: What's Left Over for the Owners of the Business
- Summary

## **Basic Bookkeeping Equations**

- The Accounting Equation
- The Balance Sheet
- The Net Income Formula
- The Income Statement
- Summary
- Exercises and Answers

## **The Journal**

- Understanding the Accounting Cycle
- Overview of Bookkeeping Journals
- The Double Entry System: Debits and Credits
- Making Journal Entries
- Summary
- Exercises and Answers

## **The Ledger**

- Keeping Ledger Accounts
- Creating and Using a Chart of Accounts
- Avoiding Common Errors in Posting
- The Trial Balance
- What To Do If Your Trial Balance Doesn't Balance
- Using a 10-Key Calculator – Practice Makes Perfect
- Summary
- Exercises and Answers

## **Special Journals**

- Types and Purposes of Special Journals
- Understand Discount and Credit Terms
- The Sundry Account Column
- Subsidiary Ledgers and Controlling Accounts
- Handling Sales Tax
- Summary
- Exercises and Answers

## **The Worksheet (Spreadsheet)**

- Using the Worksheet
- Journalizing and Adjusting Entries
- Summary
- Exercises and Answers

## **Financial Statements**

- Understanding the Income Statement
- Understanding the Balance sheet
- Summary
- Exercises and Answers

## **Closing the Books**

- Understanding the Drawing Account
- Closing Out the Income Statement
- Steps for Closing the Books
- The Post-Closing Trial Balance
- The Proper Procedure for Correcting Entries
- Summary

## **Typical Bookkeeping Scenario (Comprehensive Case Study)**

- Walk Through
- Getting Started
- Establishing a Chart of Accounts
- Posting the Transactions

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# Understanding Full-Charge Bookkeeping

## Workshop Agenda (continued...)

### Typical Bookkeeping Scenario (Comprehensive Case Study) (continued...)

- Preparing the Worksheet
- Preparing the Financial Statements
- Closing the Books
- Summary

### Merchandising Accounts

- Inventory
- Returned Goods
- Purchase Discounts
- Ending Inventory, Physical Inventory and Cost of Goods Sold
- Finalizing the Income Statement
- Summary
- Exercises and Answers

### Depreciation

- Understanding Depreciation (and Amortization)
- Methods of Calculating Depreciation
- Adjusting Journal Entries for Depreciation
- Summary
- Exercises and Answers

### Checking Accounts

- How Checks Are Used
- Reconciling the Checking Account
- Recording Adjustments to the Checking Account
- Summary
- Exercises and Answers

### Petty Cash

- Maintaining the Petty Cash Fund
- The Petty Cash Journal

### Interest

- Calculating Interest
- Recording Interest
- Handling Promissory Notes
- Summary
- Exercises and Answers

### Payroll Records

- Keeping Hourly Records – Computing Wages
- Payroll Deductions
- Taxes and Benefits Paid by the Employer
- Reporting Wages and Tax Withholding – State and Federal Payroll Taxes
- Maintaining Payroll Records
- Entering Payroll Information of the Books
- Summary
- Exercises and Answers

### Partnerships and LLCs

- Owner's Equity Accounts
- Transfers of Interest
- Understanding Goodwill
- Contributions of Capital and Drawing Accounts
- Distributing Partnership Profits
- The Balance Sheet for a Partnership
- Summary

### Corporations

- Overview of the Corporate Entity
- Types of Corporations: C-Corp. v. Sub-S Corp.
- Types of Corporate Stock
- Recording Sale of Stock on the Balance Sheet
- Bookkeeping Entries to Record the Sale of Stock
- Equity and Earnings per Share
- Summary
- Exercises and Answers

### Bookkeeping and the Computer

- A Mini-Glossary of Computer Terms
- Capabilities of the Computer
- Bookkeeper's Options
- Making Corrections with Computerized Bookkeeping
- Bookkeeping Illustrations Using Excel
- Quick Books: Making the General Ledger Invisible - A Brief Tour

### Glossary of Accounting and Bookkeeping Terms

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# Basic Excel Skills for Bookkeeping

*Use Excel for Bookkeeping, Accounting and More!*

## *One Dozen Key Benefits for Workshop Participants*

- Take a quick tour of Excel basics
- Enter data effectively – tips for entering formulas, text or numbers
- Navigate cells, ranges and workbooks effortlessly
- Automatically sum columns, calculate averages, percentages, more!
- Simplify editing: copy, move delete, insert or replace anything
- Build a well-designed worksheet from the ground up
- Harness the real power behind the numbers – formula and function basics
- Utilize techniques that produce visually exciting worksheets
- Rapidly format your worksheet for a professional caliber presentation – 5 formatting guidelines
- Learn data base basics to rapidly sort information
- Get the output you want without trial-and-error printing
- Comprehensive case study: build a cash disbursement journal on an Excel spreadsheet

## *We Guarantee Results*

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# Basic Excel Skills for Bookkeeping Workshop Agenda

## **Explanation/Introduction - What is a spreadsheet Basics of a spreadsheet**

- Columns, Rows, Cells and Cell Addresses
- Worksheets vs. Files
- Moving around the spreadsheet – cursors, special keys, more
- Navigating the Ribbon, using the Tabs – What’s Where and what it does

## **Types of Data**

- Labels
- Constants
- Formulas

## **Basics Usage**

- Change in formulas
- Basic Math – Mathematical Operands – Rule of 72
- Selecting cells
- Edit and Delete
- Naming cells and ranges

## **Specific Formulas (or FUNCTIONS)**

- SUM
- AVERAGE
- MAX
- MIN
- COUNT
- COUNTA
- DATE FUNCTIONS AND FORMATS
- IF
- PMT
- Function Wizard

## **Copying Formulas**

- Fill Down and AutoFill
- Absolute Positioning vs. Relative Positioning
- Fill Right and AutoFill

## **Formatting**

- Formatting text
- Formatting numbers
- Column width
- Inserting a column
- Inserting a row

## **Take a “quick tour” of Excel basics!**

- Drop-down menus and Shortcut menus: the most efficient ways to access commands for any task.
- Help for Help! How to find what you need in Help without endless searching and scrolling
- How to select cells or ranges of cells — 2 methods from which to choose
- Excel Workbooks: the backbone to efficient file management.
- How to find a single file or a particular workbook in record time.

## **Build a worksheet from the “ground up.”**

- What to consider before you create a worksheet — expert advice on building a worksheet framework that will accomplish your objectives.
- Tips for rapidly entering text and numbers
- Ways to copy and move data without anxiety.
- The view you need — how to “zoom in” or “zoom out” of the worksheet when titles and labels keep moving out of view: techniques to “freeze” them in place while you move around your worksheet.

## **Harness the real power behind the numbers!**

- Formula and Function basics — on-the-mark advice that will end confusion once and for all.
- Mathematical formulas made easy: how to subtract, multiply, or divide data.
- Basic Excel functions that let you calculate averages, percentages, and much more using “built-in” predefined formulas.

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# Basic Excel Skills for Bookkeeping

## Workshop Agenda (continued...)

### Learn the techniques that produce visually exciting worksheets!

- The secrets to attractive, readable worksheets: 5 formatting guidelines that apply to any worksheet you produce.
- How to control alignment, decimals, dollar signs, and more — in one easy operation.
- Fonts, shading, and borders that increase the readability and attractiveness of your worksheet.

### Get the output you want without “trial-and-error” printing.

- Print Options: the many choices Excel gives you to customize your printing. Plus, how to add headers, footers, and page numbers to a worksheet.
- No more strange page breaks — how to set manual page breaks and ensure that your titles and labels print on every page.

### Add impact and visual punch to your data!

- An easy-to-understand glossary of the terms used in charting and graphing data.
- The Chart Wizard — how to easily produce vivid, exciting charts to accompany your data, even if you’re a total novice!
- Where to actually put your chart: all about embedded charts, separate charts, and chart sheets within a workbook.
- Instant charts with the F-10 key.

### Gain speed, efficiency, and ease at every session!

- Steps to customize Excel just for you! How to set up the Quick Access Toolbar and Options for maximum personal productivity.
- Large worksheets with Split Windows — the best way to effortlessly view distant figures side by side.
- A practical look at database basics to get you started.
- For mouse-haters: a quick guide to shortcuts that keep your hands on the keyboard.
- An end to macro mystery — how you can easily automate many tasks using recorded macros

### Setup and Editing Success

- 7 rules that make worksheet setup easy
- How to conceal data in cells, columns, and rows without losing it

- 3 steps to protect your data
- 9 keyboard shortcuts that will cut hours from your work
- How to add graphics — easy when you know how to customize your drawing tools
- Tips on changing chart attributes without losing data
- The end of data entry drudgery — how to get the software to do it for you

### Formulas and Functions That Cut Work Down to Size

- Tips for building complex formulas quickly and accurately
- The amazing Function Palette — hundreds of functions at your fingertips
- How to use absolute, relative and mixed formulas
- Logic functions — the If, And, and Or statements that make data more usable
- Introduction to Conditional Formatting
- Introduction to building financial models
- Introduction to using ‘Goal Seek’ to “back into” your answers

### The Power of Databases, and Lists

- How to sort to maximize the data’s usability
- Using automated filters to analyze data
- Automating subtotals to analyze data
- The all-important “D” functions, and what each does

### Comprehensive Case Study – Building an Automated Double-Entry Cash Disbursement Journal

- Coding expenses
- Using a simple IF formula to automate double-entry bookkeeping
- Programming an automatic trial balance
- Using the disbursement journal as a data base

### Introduction to QuickBooks

- The relationship between Excel and QuickBooks
- QuickBooks Chart of Accounts and Excel
- QuickBooks Check Journal and Excel
- QuickBooks General Ledger and Excel
- Quick Review of next learning module major topics: Basic QuickBooks

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# Basic QuickBooks for Bookkeeping and Accounting

*Use QuickBooks: - Automate Office Functions  
- Produce Financial Reports*

## *One Dozen Key Benefits for Workshop Participants*

- Guidance to easily set up any company's chart of accounts
- Double-entry bookkeeping and account classification
- General journal entries such as depreciation
- General ledger trial balance
- Generation of invoices and customer statements
- Sales receipts, recording of deposits and credits to sales
- Bill paying and check printing
- Check register
- Payroll, withholding and payroll tax reports
- Inventory transactions – purchases and sales
- Guidance to reconciling bank accounts and credit card statements
- Financial report generation, variance analysis and graphs - automatically

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# Basic QuickBooks for Bookkeeping and Accounting Workshop Agenda

## **Getting Started with QuickBooks**

- What is accounting?
- Why track accounting?
- Setting up a company using the Setup Interview
- Completing the setup of your data file
- Adding accounts

## **Orientation to the QuickBooks Simple Start**

- Moving around QuickBooks
- Understanding the elements of the typical Simple Start windows
- Understanding lists and list types
- Rules for names lists (and what this means to you)
- Adding customers and vendors to lists

## **Bookkeeping Basics in QuickBooks**

- Introduction to the financial statements
- Understanding the balance sheet and the profit and loss statement
- Using Account types
- Adding accounts

## **Getting Started – Summary and Recap**

- Set up your company
- Move around QuickBooks.. EFFICIENTLY
- A review of all the features
- Get help...FAST

- Processing Everyday Transactions
  - o Selling: invoices, sales receipts, payments, deposits, credit memos, and customer statements
  - o Buying: bills, bill payments, printing checks, bill payment stubs and vouchers, bills vs. checks, credit memos and processing/reconciling credit card expenditures
  - o Inventory: purchase orders, receive items, adjust inventory
  - o Sales Taxes: set up, adjust, pay, and report sales taxes
  - o Banking: bank reconciliation and locate discrepancies, online banking

## **Everyday Transactions - Details**

- Setting up items for invoicing
- Entering and printing invoices
- Receiving payments and making bank deposits
- Analyzing sales data
- Controlling cash flow
- Setting up terms
- Writing and printing checks
- Voiding vs. deleting checks
- Recording cash expenses
- Recording credit card expenses
- Running important reports

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# Basic QuickBooks for Bookkeeping and Accounting

## Workshop Agenda (continued...)

### Essential QuickBooks tasks

- Reconciling the bank account
- Making a backup of your QuickBooks data
- Consulting with an accountant (when and what for?)

### Managing Your Business

- Using the report center to generate important reports – customers, expenses, financial statements
- Interpreting your financial statements
- Analyzing trends for your business
- Using financial ratios to analyze your results
- Basic budgeting and business planning
- Standard office procedures
- Systematizing your business

### Processing Special Transactions

- Give and receive refunds
- Void vs. delete a check
- Apply credit memos

### Tips & Tricks

- Special “Window” tricks
- Clean up lists (delete, hide and merge)
- Sort and customize lists

### Using the Payroll Module

- Setup employees, payroll items
- Track time and invoice time
- Processing and modifying paychecks
- Making payroll tax deposits; preparing payroll tax forms

- Summarizing payroll data exported to Excel
- Payroll vs. Contractors

### Working with Reports

- Add, delete, resize, and reorder columns
- Filter and format reports
- “Collapse/expand” financial statements
- Show P&L by month, or as a percent of income
- Use QuickBook Graphics
- Save reports and create memorized report groups

### Advanced Features

- Account for petty cash
- Password protect QuickBooks
- Working with (export/import) Microsoft Word and Microsoft Excel
- Closing the books
- Find transactions FAST and other time saving features
- Protect your QuickBooks data



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# How To Get a Bookkeeping Job

*Professional Tips to Gain Quick Employment as a Bookkeeper*

## *One Dozen Key Benefits for Workshop Participants*

- Understand and navigate the bookkeeping job market
- Learn the basics of MS Word
- Construct a business letter
- Use the MS Mail Merge Wizard To reach multiple potential employers
- Draft an effective cover letter and resume
- Utilize direct mail marketing techniques to obtain a job
- Discover the unadvertised job market
- Learn the best time to apply for a bookkeeping job with a CPA firm
- Develop a mailing list of organizations that hire bookkeepers
- How to prepare for your job interview – what to say; what to avoid
- Use government Workforce resources effectively
- **GET A JOB!**

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# How To Get a Bookkeeping Job Workshop Agenda

## **What Employers Look For/How To Properly Portray It**

- Character/Dependability/Commitment to Excellence
- Training and work experience, especially competent IT experience
- Employer expectations

## **Using Microsoft Word – The Essentials**

- Navigating the Ribbon, using the Tabs – What's Where and what it does
- Letter and resume composition
- Cutting, pasting and editing
- Paragraphs, tabs bullets and formats
- Automatically checking spelling and grammar; using the Thesaurus
- Creating a professional letterhead with Word
- Using the Mail Merge Wizard for an effective direct mail marketing campaign

## **How to Write an Effective Bookkeeping Resume and Cover Letter**

- Chronological v. Functional resume
- Targeting your resume templates for the recipient
- Succinctness
- Example of one-page office manager/bookkeeping resumes
- Elements of an effective business letter
- Drafting your cover letter
- Considerations related to a personal/professional web page and social media

## **Researching Bookkeeping Job Vacancies**

- Who's hiring in your MSA? And elsewhere?
- Going beyond the classified ads
- Effective networking with the right organizations
- The unadvertised market

- Timing – the best time to apply to a CPA firm
- Who really hires? – when and how to bypass personnel

## **Planning a Bookkeeping Direct-Mail Campaign**

- How to develop an effective local mailing list
- How to budget and track your direct mail campaign
- Executing your direct mail campaign – mail merge and more

## **Planning for your interview**

- Researching the organization
- How to dress for success
- What to say; what not to say
- Writing a thank you letter

## **Robert Half Salary Reports – Bookkeeping Jobs**

## **Using Workforce resources**

## **Contact Us**

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# NCCE In-House Seminar Questionnaire

## Workforce Training

### Organization:

ORGANIZATION NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### Contact Person:

SAL NAME \_\_\_\_\_ TITLE \_\_\_\_\_

CONTACT TELEPHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

### Basic In-House Information:

DATES DESIRED \_\_\_\_\_ LOCATION \_\_\_\_\_

HOW MANY WILL ATTEND? \_\_\_\_\_ ATTENDED NCCE TRAINING BEFORE? \_\_\_\_\_

ATTENDEE DESCRIPTION \_\_\_\_\_

ATTENDEE EDUCATION BACKGROUND AND EXPERIENCE \_\_\_\_\_

WHY IS TRAINING NEEDED? \_\_\_\_\_

### Additional Information:

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