

## 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:**

- LCT0014 Introduction to Excel 2016
- LCT0030 Intermediate Excel 2016
- LCT0038 Advanced Excel 2016
- LCT0002 Introduction to QuickBooks 2018
- LCT0010 Intermediate QuickBooks 2018
- LBS0019 Bookkeeping Boot Camp

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.

### Electronic Bookkeeping Spring 2019 Course Schedule

**Introduction to Excel 2016 – Tuition \$195 / Fees \$35 (choose one)**

LCT0014-008	Saturday	2/9	9am – 4pm	HPC123
LCT0014-009	Monday	4/1	9am – 4pm	HPC123

**Intermediate Excel 2016 – Tuition \$195 / Fees \$35 (choose one)**

LCT0030-007	Saturday	2/23	9am – 4pm	HPC123
LCT0030-008	Monday	4/15	9am – 4pm	HPC123

**Advanced Excel 2016 – Tuition \$195, Fees \$35**

LCT0038-004	Saturday	4/27	9am – 4pm	HPC123
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**Introduction to QuickBooks 2018 – Tuition \$325 / Fees \$44**

LCT0002-004	Tuesday	2/26 – 3/19	9am – 12:15pm	HPC123
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**Intermediate QuickBooks 2018 – Tuition \$325 / Fees \$44**

LCT0010-003	Tuesday	4/9 – 4/30	9am – 12:15pm	HPC123
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**Bookkeeping Boot Camp – Tuition \$239, Fees \$35**

LBS0019	TBA	TBA	TBA	TBA
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**Electronic Bookkeeping Badge Total: \$ 1,702**

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

**Electronic Bookkeeping classes are held in:**

- HPC123 at the Harper Professional Center located at 650 E. Higgins Rd in Schaumburg.
- Bookkeeping Boot Camp is taught on the main campus.

**Register today!** Go to <https://ce.harpercollege.edu/>. Call Continuing Education Registration at 847-925-6300 with any registration questions.

**You are invited to attend Harper College’s Spring 2019 CECT Information Session!**

Join us on Wednesday, January 9<sup>th</sup> at 6pm in suite 2W at the Harper Professional Center in Schaumburg. Go to [www.ce.harpercollege.edu](http://www.ce.harpercollege.edu) to reserve a seat.