

Accounting - Accounts Receivable/Accounts Payable Certification Program

Course Descriptions

Unit 1 - Week 1 - Introduction to Excel

In Unit One you will be introduced to one of the most powerful tools available for financial professionals – Microsoft Excel. Companies of all sizes use Excel to help capture and organize financial information. Excel also allows you to manipulate information and display it so that you can quickly and effectively communicate with others in your organization. In this Unit you will learn the basics of navigating through Excel and some of its core applications in an Accounting environment. You will also have the opportunity to practice your new-found knowledge in real life scenarios.

Module 1: Getting Started with Excel 2010

Excel 2010 is the newest version of Microsoft's comprehensive spreadsheet tool that offers features that support a wide range of functions. The Ribbon menu is unique to Microsoft Office and stacks the many features of Excel into related tabs, making it easy to quickly access the ones you need. Backstage view is a streamlined gathering of all file-level tools, such as those used for saving, printing, and sharing your files. This course explores these topics and many other basics of Excel 2010, including opening the application, creating new spreadsheets, entering data and, AutoFill features. It also provides an introduction to the many tools that will help you create and use your spreadsheets productively.

Module 2: Using Basic Formulas in Excel

Excel 2010 provides you with the tools that allow you to perform calculations on your workbook data. Being able to use formulas to do complicated calculations not only simplifies your work but also helps to reduce the number of errors that can arise in such complex tasks. This course introduces the concepts and terminology associated with formulas, and demonstrates how to create and edit them, copy and paste them, and how to check for errors that can arise.

Module 3: Excel - Pivot Tables and Pivot Charts in Excel 2010

One of the most powerful tools that Excel 2010 provides is a PivotTable that allows you to dynamically reorganize and display your data. PivotTables can summarize huge amounts of data by category without the need to input complex formulas or spend long hours manually



reorganizing your spreadsheet. PivotTables also allow you to choose and change what you want to summarize, quickly and easily. This course will introduce you to PivotTables and show you the many benefits they provide.

Unit II - Week 2 - Introduction to Accounting

Unit Two is focused on some fundamental concepts and skills shared by all Accounting Professionals. You will learn some basic Accounting vocabulary and how to read and interpret some basic forms of financial documents. Working in Accounts Payable-Accounts receivable, the information you develop and organize will be presented in a variety of forms. This Unit is centered on the forms and formats that you are most likely to encounter in an Accounting role.

Module 1: Key Accounting Concepts and Principles

How do organizations communicate business information? Achieving the utmost clarity in communication requires the sharing of a common language. Accounting is one of the aspects of this common language. It's an internal function that involves identifying, recording, summarizing, and reporting business transactions and financial events in an organization. This course covers the basic concepts and practices of accounting. You'll learn about the accounting equation and its components, and learn to use the rule of debits and credits. You'll also explore the accounting cycle, and the effect of cash and accrual based accounting systems.

Module 2: Financial Statement Analysis for Non-Financial Professionals

In today's business world, financial acumen is expected at every organizational level. A general knowledge of financial analysis is essential for understanding the financial implications of any activities. Financial analysis helps you understand your organization's financial standing, how it got there, and its strengths and weaknesses. This course covers some of the methods for analyzing financial statements from the perspective of a non-financial professional. In this course, you'll learn about using common financial ratios for profitability, efficiency, liquidity, and solvency in your analysis. In addition to ratios, the course covers percentage calculations specifically for Horizontal Analysis and Vertical Analysis.

Module 3: Comprehending Financials: A Guide to Financial Statements

The focus of any business is to make a profit, generate enough cash to operate effectively, and be financially viable. Financial statements are used to track a business's financial information. There are three basic financial statements used for this purpose: the Income Statement, the Cash Flow Statement, and the Balance Sheet. In this course, you will learn about each of the three financial statements, their reporting requirements, and how information is arranged within them. You will also examine a few examples of financial statements and explore how each financial statement relates to the others.

Unit III - Week 3 - General Ledgers

In Unit Three the emphasis is on moving from the learning how to look at different forms of financial reporting to learning the basics of how to organize financial information. In an Accounts Receivable-Accounts Payable position you will also be responsible for preparing a variety of reports which will vary based on the nature of the financial data. You will also learn the sequence of reporting that occurs within the accounting cycle.

Module 1: Basic Budgeting for Non-Financial Professionals

Budgets outline how an organization's financial resources will be allocated, and are therefore essential in giving a sense of direction in an organization's day-to-day activities. In today's business world, dealing with budgets is no longer only the responsibility of the finance department. Professionals in every department deal with budgets in one way or another, and a basic familiarity with the fundamentals of budgeting is expected of you. In this course, you will learn about the characteristics of an effective budget, the different stages involved in planning a budget, and how to distinguish between different types of budgets. You will also be introduced to historical and zero-based budgeting, and explore the fundamentals of budgetary variance analysis.

Module 2: Accounting for Stock Transactions

One of the great advantages of a corporate form of organization is it allows otherwise unaffiliated people to join in mutual ownership of a business. Of course, accurate accounting of corporate transactions is imperative. In this course, you'll learn about the key characteristics of incorporated organizations. You'll explore how common equity transactions can affect the basic accounting equation as it pertains to the corporation's financial position. You'll also learn concepts and accounting processes for corporate transactions, including those involving common and preferred stocks, treasury stocks, and dividends.

Module 3: Recording, Posting and Balancing the Books

If you're involved in any sort of accounting or financial decision-making role, you need to understand the basics of accounting and bookkeeping. This course covers the steps in the accounting cycle that happen after transactions have been identified and analyzed. You'll learn about making general and special journal entries, and about posting those transactions to accounts in the general and subsidiary ledgers. You'll also learn how to prepare trial balances and make adjusting entries.

Module 4: Preparing Operating Budgets and the Cash Budget

Budgets translate an organization's strategic plans into actionable goals for respective departments. The cash budget and operating budgets, in particular, help departments plan the allocation and use of organization's financial resources. A budgeted income statement, which is the final operating budget to prepare, represents an organization's expected profitability if activities are carried out as planned in operating budgets. A cash budget is prepared to ensure availability of adequate cash to pay for expenses incurred during budgeted period. This course explores how some of the key operating budgets are prepared. In particular, it examines operating budgets that deal with production and cost of goods produced; and sales, administrative, and general expenses. It also explains how various figures for a budgeted income statement are calculated. Finally, it discusses various components of a cash budget.

Module 5: Preparing Financial Statements and Closing the Books

Once transactions have been recorded, and posted to ledgers, and the trial balance is conducted and adjustments have been made, the next steps in the accounting cycle are to prepare financial statements and close the accounts. In this course, you'll explore the components of each of the three financial statements - the income statement, the balance sheet, and the cash flow statement - and learn how to prepare them. You'll also learn how to close accounts, as the final step in the accounting cycle.

Unit IV - Week 4 - QuickBooks Part 1

Unit Four is the first of two Units that focus on the second financial program most commonly used, especially by smaller businesses – QuickBooks. In this Unit you will learn how to navigate through QuickBooks, some of the core settings that you can use, and the basics of working with the program. You will also get some hands-on practice with the program to help you immediately apply what you have learned.

Module 1: Getting Started with QuickBooks Pro 2017

The QuickBooks Pro 2017 interface unlocks the door to a powerful accounting system for businesses of all sizes. At face value it's deceptively simple, but it holds the ability to manage all day-to-day financial transactions from invoicing to banking. In this course, you'll be introduced to the QuickBooks Pro 2017 interface, and you'll learn how to get started with QuickBooks by setting up a new company and working with basic transactions. You'll also discover how to protect your data and recover from unexpected issues, as well as how to set-up QuickBooks so it can be accessed by multiple users.



Module 2: Interface and Company Settings

The QuickBooks Pro 2017 interface allows you to effect precise detail on your company information, account settings, items and services, and sales tax and assets. In this course, you'll explore in greater depth the QuickBooks Pro 2017 interface, and you'll learn how to get started with QuickBooks by using the company pane, tweaking your company settings, tracking accounts, items, and services, and setting up sales taxes and fixed assets.

Unit V - Week 5 - QuickBooks Part 2

In Unit Five, the second Unit on QuickBooks, you will extend your skills to learn how to manage some specific financial functions and how to use the program to organize a wide variety of information that businesses use on a day-to-day basis. As an Accounts Payable-Accounts Receivable professional, your organization will be looking to you to be able to access a wide range of financial data that is used to manage the business. IN this Unit you will again get hands-on practice in working with the many different features within QuickBooks.

Module 1: Employees, Banking and Reports

QuickBooks Pro 2017 is far more than accounts receivable and accounts payable. In fact, QuickBooks offers sophisticated tools for managing business accounting regardless of scope. In this course, you'll discover how to work with employees and payroll, banking (including online banking), and reporting.

Module 2: Vendors, Bills, Customers, and Income

Once you've mastered the QuickBooks Pro 2017 interface and set up your company file, you can begin to enter information and record transactions. In this course, you'll discover how to enter new vendors and customers, enter bills and invoices, and track and reconcile transactions.

Unit VI - Week 6 - Communicating in the Workplace

In Unit Six in the final modules of the course, the emphasis shifts to how to work effectively in a position that places a wide range of demands and that can be stressful. This final Unit focuses on how to deal with different types of workplace stresses, from conflicts to time management. Your goal is to optimize your performance and be able to focus on your job responsibilities in a way that causes minimal stress to you and those around you.



Module 1: Facing and Resolving Conflict in the Workplace

Workplace conflict won't go away on its own; you need a plan to address it. In this course, you'll learn about sources and signs of conflict, a process for resolving it, and ways to get the process back on track if difficulties arise.

Module 2: The Many Approaches to Facing Workplace Conflict

When facing conflict at work, you need to adapt to the situation. In this course, you'll learn about conflict styles, when to use them, and when to adapt your style. You'll also learn how to handle conflict with difficult individuals.

Module 3: Managing Pressure and Stress to Optimize your Performance

Meeting the challenge of high-pressure situations is a different experience for everyone. You won't always be able to control the external events that lead to pressure, but you can control your reaction, develop a solution, and implement it. In this course, you'll learn about the triggers of stress and how stress can affect you physically, mentally, and emotionally. You'll explore mechanisms for handling pressure and stress in the workplace in order to optimize performance. You'll also learn the ways in which people who possess different work-style types deal with pressure, and finally, you'll learn how to deal with stressed colleagues.

Module 4: Make the Time You Need: Get Organized

You don't have to manage your time, but the stress and potential for mistakes grows when you don't. To manage time, you need to be organized. In this course, you'll learn strategies for improving your productivity depending on what type of time management personality you have. You'll also learn how to deal with time stealers, create manageable to-do lists, and maintain an organized time management approach.