

Curriculum

QuickBooks Bookkeeper Certificate



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WHY DWC?

\$16.4K

average increase in salary of
certificate program students



Why QuickBooks Bookkeeper?

The QuickBooks® Bookkeeper Certification prepares you for a position managing a business' bookkeeping and financial software. Students entering this field need to understand fundamental accounting principles and responsibilities of a bookkeeper, as well as the essential technology used in the workforce today.

Our program highlights a balance of essential bookkeeping soft skills including human resource and payroll procedures, along with technology like Microsoft Excel and QuickBooks Online.

Students will learn from subject matter experts how to record income and expenses properly, while considering business rules that may affect the bookkeeping processes.

Our certificate is different from a degree program because it is designed for anyone looking to advance a bookkeeping career with the real-world skills needed to be successful. If you are ready to launch your bookkeeper career forward, contact us today to learn more.



PROGRAM LENGTH*

67 total hours.
21 total sessions
of 3.5 hours. Plus
four 1-hr Capstone
project meetings.



TARGET STUDENT

Beginner



PRE-REQUISITES

Basic Digital
Literacy is
required.

*Additional coursework may need to be completed outside of class time.

Possible QuickBooks Bookkeeper Career Paths

The future of bookkeeping is promising as more and more professionals are starting their own businesses and need those who know how to keep track of business expenses. About [144,100 openings for bookkeeping, accounting, and auditing clerks](#) are projected each year over the decade.



BOOKKEEPER

Bookkeepers track payroll and other financial information within a business, ensuring that all information is documented correctly for business and tax purposes.



PAYROLL OFFICER

In charge of processing the salaries of employees within an organization, payroll officers are responsible for ensuring money and finances stay secure and accounts are safe from scams.



BUDGET ANALYST

Budget analysts assess the budget of various departments across an organization and can recommend where to cut and where to increase spending in order to raise budgets elsewhere and to promote an overall increase in profits.



OFFICE MANAGER

Office managers oversee the administrative operations of a company, including managing expenses, planning work schedules, and organizing meetings while working to design and implement strategies to improve workplace productivity.

Performance Based Objectives

Upon successful completion of this program, students will:

- ✓ Using Microsoft Excel for data analysis and business bookkeeping
- ✓ Business Bookkeeping best practices
- ✓ Payroll Fundamentals
- ✓ Utilizing QuickBooks to manage a small business
- ✓ Common transactions in QuickBooks Online for customers, vendors, employees, and banking
- ✓ Running reports and preparing financial statements with QuickBooks Online
- ✓ Requirements to apply to become an Intuit QuickBooks Pro Advisor

WHY DWC?

1 on 1

career counseling and
mentoring included



Curriculum

All instruction for this program is held live on Zoom, with class Zoom links in your student portal. The QuickBooks Bookkeeper Program meets twice per week for 3.5 hours per session. Your class schedule is set once enrollment fills.*

MODULES		HOURS*	SESSIONS
MODULE 1	Microsoft Excel	21	6
MODULE 2	Bookkeeping Fundamentals	10.5	3
MODULE 3	Payroll Fundamentals	10.5	3
MODULE 4	QuickBooks Online Fundamentals	10.5	3
MODULE 5	QuickBooks Online Advanced	10.5	3
MODULE 6	Capstone Project	4	4
Total		67	25

*All schedules are approximate and subject to change. Your instructor reserves the right to alter this calendar as circumstances may dictate.

*Each module may require registration in multiple stand-alone classes

* Class start timing depends on enrollment and cannot be guaranteed.



MODULE 1 / 21 HRS / 6 SESSIONS

Microsoft Excel

includes Excel Beginners (Level 1), Excel Intermediate (Level 2) and Excel Advanced (Level 3)

In Module 1, students will get started with Microsoft Excel and the incredible power it provides to bookkeeping professionals. You will learn how to create dynamic spreadsheets and analyze accounting information to provide insights into business finances. By the end of this module, students will understand advanced Excel concepts and apply your knowledge to real-world situations.

- Create a basic worksheet by using Microsoft Excel
- Perform calculations & modify an Excel worksheet
- Understand absolute vs relative references in a formula
- Manage & print Excel workbooks
- Understand how to write and use advanced formulas with functions including text, date, logical, & conditional functions
- Organize worksheet and table data using various techniques
- Create and modify charts
- Analyze data using PivotTables, Slicers, and PivotCharts
- Customize and enhance workbooks and the MS Excel environment
- Work with multiple worksheets and workbooks & protect workbooks
- Automate workbook functionality with macros
- Use Lookup functions, dynamic arrays, and formula auditing
- Forecast data, create sparklines and map data

ALUMNI SUCCESS STORIES



"If you want your business to be successful, you need a digital footprint and you need the skill set to have it."

Crystal Gregory
DWC Alum

[READ TESTIMONIALS](#)

MODULE 2 / 10.5 HRS / 3 SESSIONS

Bookkeeping Fundamentals

In Module 2, students begin to explore the fundamentals of bookkeeping and the accounting lifecycle. You will dive deep into the world of accounting transactions and understanding how financial statements are crucial for understanding the health of a business. By the end of this module, students will have a solid foundation of bookkeeping soft skills to build upon.

- Introduction to the Accounting Cycle
- Account classifications, account names and the Chart of Accounts
- Analyze common business transactions
- Fundamentals of debits and credits
- Recording transactions in the journal and posting to the ledger
- Working with accounts receivable and accounts payable
- Recording complex transactions
- Adjusting and closing entries
- Preparing the financial statements
- Basic financial analysis



MODULE 3 / 10.5 HRS / 3 SESSIONS

Payroll Fundamentals

In Module 3, students examine the fundamentals of managing payroll and employees within an organization. Learning about payroll is an essential function of managing a company's accounting, and our program brings you up to date on what is required to be successful on the job. By the end of this module, students will be comfortable with payroll terminology and requirements.

- Business entity types and special payroll rules
- Contractor or Employee or Statutory Employee
- The Fair Labor Standards Act
- Exempt vs non-exempt employee status
- Employee documentation requirements: I-9s, W-4s and W-2s
- Calculate gross & net earnings including regular and overtime earnings
- Calculate employee/employer federal & state income taxes
- Differentiate between pre-tax and post-tax deductions
- Record and remit garnishments & voluntary withholdings such as health insurance, retirement accounts
- Record retention requirements
- Tax filings and penalties
- Prepare quarterly and annual forms (940, 941, 944, W2, 1099s)
- Journalize and post payroll-related transactions
- Understand how payroll transactions affect the Income Statement and Balance Sheet
- Comprehensive payroll activity



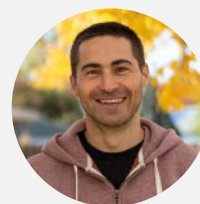
**MODULE 4 / 10.5 HRS / 3 SESSIONS**

QuickBooks Online Fundamentals

In Module 4, students learn about the QuickBooks Online software and its essential role in bookkeeping today. As an industry leader in small business accounting, QuickBooks provides a bookkeeper with all of the required tools to manage a business effectively. By the end of this module, students will understand how to set up a company's chart of accounts, record common transactions, and run common reports.

- Small business accounting basics
- Navigating the QuickBooks Online environment
- Setting up a company file
- Creating a chart of accounts
- Entering products and services
- Recording common accounting transactions
- Create estimates, invoices, and sales receipts for customers
- Enter and pay bills for vendors
- Write and print checks
- Enter purchase orders
- Manage bank transactions including deposits and reconciliations
- Create common reports

ALUMNI SUCCESS STORIES



"That's what was great (about your instructors) because he is part of the graphic design world. His career is so vast. So we're learning technical skills, but he was also giving us a lot of real world situations..."

Michael Weaver
DWC Alum

READ TESTIMONIALS

**MODULE 5 / 10.5 HRS / 3 SESSIONS**

QuickBooks Online Advanced

In Module 5, students dive farther into QuickBooks Online software. This module teaches you how to become more efficient with the software, create advanced reports, and customize to your business' needs. By the end of this module, you will know all of the key features of QuickBooks Online and be able to apply your bookkeeping and payroll knowledge in a real-world setting.

- Memorize transactions
- Customize forms including invoices, estimates, sales receipts, and more
- Creating advanced reporting and graphs
- Track and pay sales tax
- Understand the basic concepts of payroll using QuickBooks Online
- Use online banking features
- Share files with an accountant
- Create letter templates
- Attach documents to transactions
- Working with others and collaboration
- Understand backups and security features

ALUMNI SUCCESS STORIES



"Look at the Digital Workshop Center to see if it provides those skills at a much more affordable cost than traditional college would."

Kathy Bush
DWC Alum

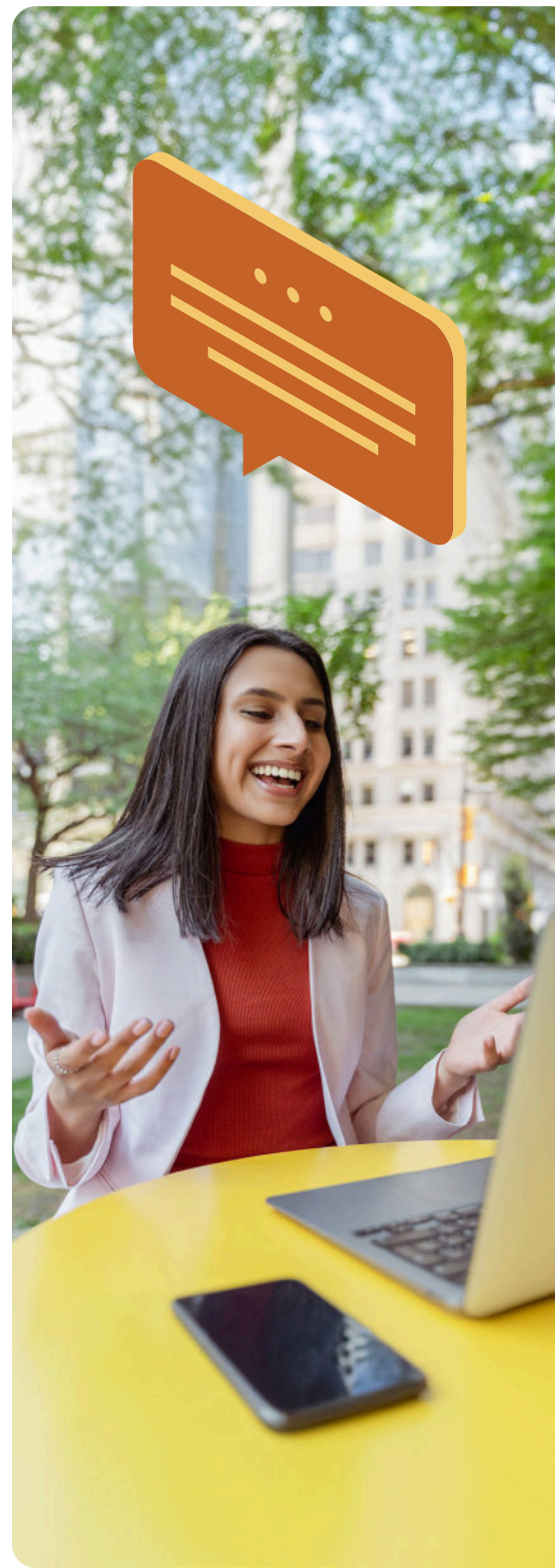
[READ TESTIMONIALS](#)

MODULE 6 / 4 HRS / 4 SESSIONS

Portfolios and Capstone Project

In Module 6, students have an opportunity to put their finishing touches on their Capstone project. In addition, as students begin to look after graduation and to the next step of their career path, our instructors will provide extensive mentorship on what the job market trends look like, and how to prepare to find work as a small business bookkeeper. At the end of this module, students will present their final Capstone project and receive critique from their instructor and peers.

- Finding work as a bookkeeper
- What to expect in interviews
- Final Presentations and Critique



Pace & Schedule

At Digital Workshop Center, we know that how you choose to learn is one of the key factors driving your success. Combining live online learning through Zoom and individualized support, all students have access to a personalized and mentored learning experience.

Learn online. With guidance every step of the way.

DWC students have access to career coaching, Slack channels, and team support throughout the program.

Your program is a small live class with rolling enrollment: enroll any time, and your class schedule is set once enrollment fills, typically within 2 to 3 weeks.*

Length	About 10 weeks
Time Commitment	67 hours
Career Services Support	Yes
1:1 With Instructors	Yes
Live Lectures	Yes
Small Live Classes	Yes

* Start timing depends on enrollment and cannot be guaranteed.

Why Digital Workshop Center?

DWC has delivered live, instructor-led career training nationwide since 2006. Most QuickBooks training is a self-paced video course where no one ever looks at your work, or a thirty-person class where your question waits in line.

At DWC your instructor is a working accounting professional, your class stays small, and you graduate with the DWC QuickBooks Bookkeeper Certificate, a professional certificate issued by Digital Workshop Center.

Included with tuition, for every student:

- ✓ Admissions advisors from pre-enrollment through your first day
- ✓ Instructor mentoring before, during, and after class
- ✓ A dedicated student affairs manager for setup and class files
- ✓ One-on-one career coaching on your resume and job search
- ✓ Tech support by Slack, email, or phone while you train
- ✓ Parker Dewey micro-internships and the DWC alumni community

WE OFFER SCHOLARSHIPS

You may only apply for one of the following scholarships:

Tech Skills Scholarship

For unemployed, dislocated workers, or those looking to up-skill, re-skill, or add new skills

Women and Tech Scholarship

For women looking to re-skill, up-skill or add new skills in a technology career

Veterans Tech Skills Scholarship

For active or retired military service members and their families

[LEARN MORE](#)

WHERE OUR GRADS HAVE BEEN HIRED



Ready to Transform Your Career in Just 3 Simple Steps?

STEP 1

Talk to an Advisor

Schedule a quick 15-minute meeting with a student advisor. Ask questions about the enrollment process, tuition, schedules & more.

[SCHEDULE MEETING](#)

STEP 2

Discover the Digital Workshop Center Difference

Experience our unique approach before you commit. Attend our mandatory program orientation to get a feel for our hands-on, practical teaching style.

[LEARN MORE](#)

STEP 3

Easy Enrollment

Begin your journey effortlessly with our straightforward online application. It's fast, easy, and your first step towards a brighter future.

[APPLY NOW](#)

Contact Us

Phone: [970-980-8091](tel:970-980-8091)

Email: info@digitalworkshopcenter.com

Have Questions?

Have questions about our programs? Reach out to our admissions team for more help.

[CONTACT US](#)