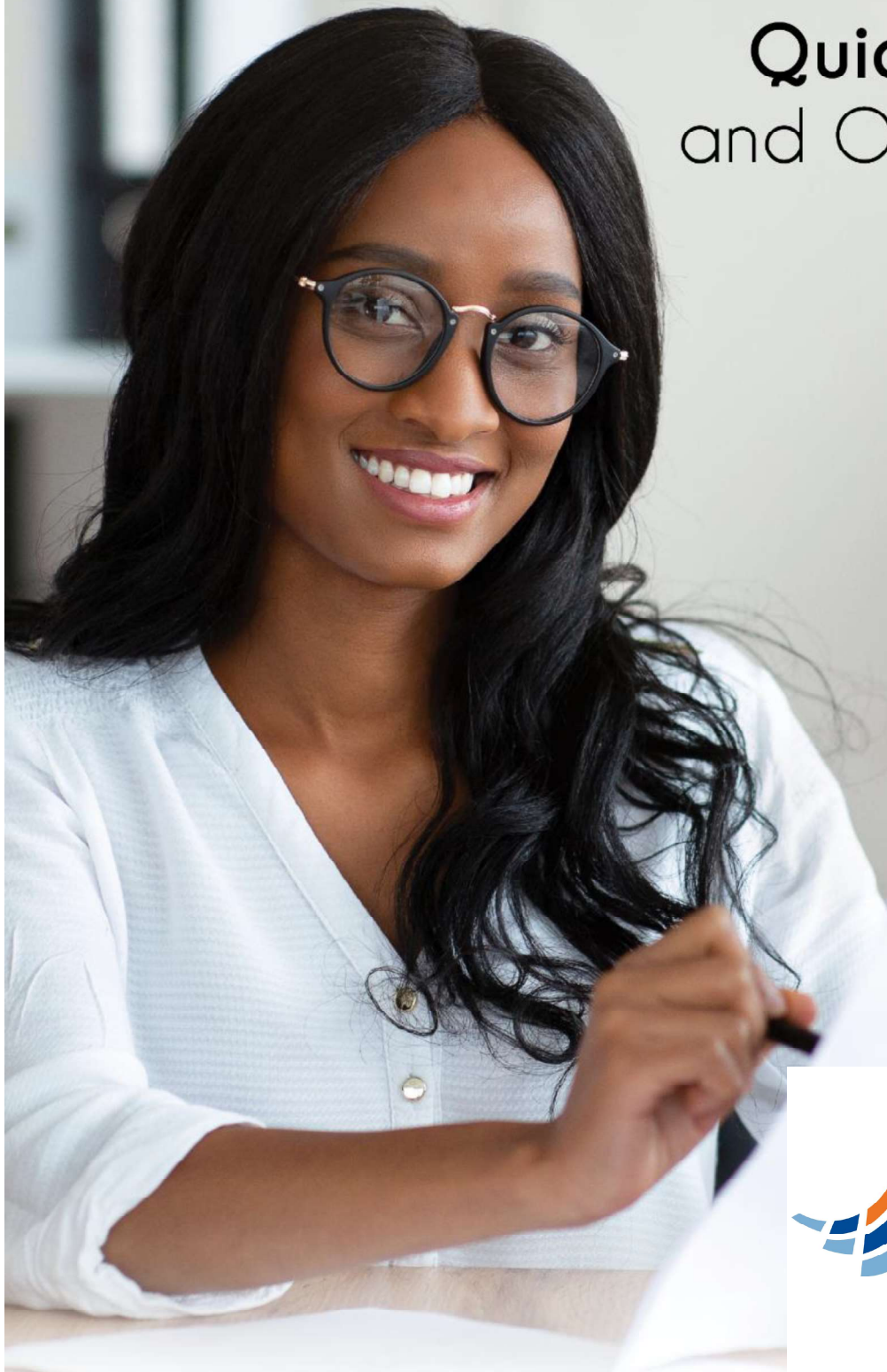


ACCOUNTING

P R O F E S S I O N A L

Become a
QuickBooks Expert
and Open New Doors



 **New Horizons[®]**
Learn What Earns

5 Benefits of Professional Certifications

Most successful people will agree that a continuous thirst for knowledge is a key element in building a growing, thriving business. And although continuing education and certification programs can be an investment of time and resources, they help provide recognition for your specialized knowledge or skill set, which can be a significant benefit when it comes to landing certain clients or projects. Here are five benefits to keep in mind when considering pursuing a professional certification.

1. Gain a Competitive Advantage

Having training that your competitors don't can set you apart when pursuing new business. Certifications can differentiate you from other professionals in your field, showing that you have a demonstrated commitment to understanding and excelling in your profession. This can give you an advantage, which is particularly important in today's competitive market. Stay on top of trends and learn how to use that new software or social platform before it becomes a household name.

2. Increase Efficiency

Professional certifications can also help to provide your consultancy with a solid foundation. The advanced training, information, and knowledge you gain from specialized coursework can provide you with up-to-date tools and technical strategies that will serve to guide and direct you in the execution of your projects, allowing you to manage all aspects of your work more effectively.

3. Increase Earning Potential

The time and effort invested in professional certifications often results in increased income. Most clients will understand the higher costs associated with specialized training and are willing to pay for consultants who have industry certifications. In fact, one study found that online certifications increased salaries by 20 to 40%.

4. Expand Knowledge and Skills

By acquiring new and updated industry information or techniques, you can hone current work habits that may be causing inefficiencies or quality issues with your output while increasing your competencies. This can help give you the skills and confidence to try something new such as establishing the groundwork to implement a more sophisticated working environment for your consultancy.

5. Build Professional Credibility

There are an increasing number of companies, non-profits, and government organizations that, when working with independent consultants, want (or may even be required) to engage those who have certain certifications from recognized programs. Certification demonstrates your commitment to superior professionalism, upholding industry standards, and continued learning. These merits can help boost your professional credibility and prestige within your own network, with your current clients, and when pursuing new business opportunities or bidding on projects.

Certifications are often a worthwhile investment because of the many advantages they can provide throughout your career. As you move forward and as your business evolves, be sure to keep your certifications up-to-date so you can continue to realize these benefits.



New Horizons®

Accounting Professional

Black and white. Dollars and Cents. Checking off lists. If order and clarity are things that bring you joy, you might thrive as an accounting professional. Every organization needs someone to keep score of their performance and the Accountant is the one that tracks revenue, expense, and margin. Great Accountants are trusted by the top levels of an organization and are frequently involved in big decisions and developments for companies.

What will you do with it?

Using software, you will maintain financial records and processes for a company. Because of the amount of detail involved, you'll also maintain the financial databases and records. But, the position is more than just number crunching, leading accountants thrive when asked to analyze the data and provide context for the information. You'll also look for patterns, historical trends and opportunities to increase revenue and minimize expense.

Personal Skills Needed

- Mathematics
- Critical Thinking
- Deductive reasoning
- Active Listening
- The ability to simply explain complex ideas
- Reading comprehension

Does this job fit you?

FUTURE AT A GLANCE*



* According to the U.S. Department of Labor. A proud partner of the [americanjobcenter](#) network.

Your New Understanding and Skills Include:

- Expertise in Microsoft Office, specifically Working with Spreadsheets, Communicating with Email and Working with Documents
- Accounting, Payments, Payroll and Time Tracking
- Professional Interactions with others

Other Career Paths Available But Not Limited To:

- Accounting Associate
- Bookkeeper
- Administrative and Accounting Assistant
- Staff Accountant
- Accounting Clerk



Program Includes:

- 32 hours of live QuickBooks Training (with free re-take option)
- 32 hours of live Microsoft Office Training (with free re-take option)
- 25+ Hours of Bonus Material, such as:

Customer Service Excellence
Managing Stress
Reaching Goals

Effective Communication
Productivity Management
Positive Attitude

Listening/Learning Skills
Personal Career Planning
Team Building

Successful Completion of this Program Includes:

- Learning the skills needed for today's business accounting roles
- Earning the Intuit QuickBooks Certification Designation
- Earning Completion Certifications in Microsoft Office and QuickBooks
- Learning a multitude of professional, office and accounting skills to help you become successful in your new career!
- (Program includes access to over 2,800 self-paced certified On-Line Anytime (OLA) Courses and Modules to assist you even after you are employed in your new career.)

Program Format: Online, in person and self-study

Time: 5 Weeks

Cost: \$3,865



Classes and materials provided by New Horizons of Wisconsin, the state's largest technology and business skills training organization. All classes are certified and/or authorized by the developer.

This program is approved by the Wisconsin Department of Workforce Development and is listed on the Eligible Training Provider List (ETPL) Portal.



Accountants and auditors are sometimes called the bookkeepers of the world—but their role reaches much further than just tallying numbers. These professionals help individuals and businesses manage their finances more effectively and responsibly.



The field of accounting isn't narrow—nor is it boring. Professionals do everything from interpret cutting-edge tax law to expose tax evaders, cheats, and would-be Bernie Madoffs.

As an accountant, you can be assured that your work will involve innovative problem solving, dynamic critical thinking, and constant opportunities for growth.



10 Reasons to Know QuickBooks

1. It helps save time on bookkeeping and paperwork. It automatically handles some of the easy bookkeeping tasks, saving you time and making your day easier.
2. Reports are very easy to generate and customize. You will always be able to see where you are business wise. No need to worry about the health of your business, it's readily accessible.
3. The price. QuickBooks is affordable no matter the size of your business. Accounting software can be costly and cumbersome, QuickBooks is neither.
4. Room to grow. Are you looking to expand your business? QuickBooks can help you provide all necessary documentation when trying to establish a business loan or line of credit. QuickBooks can generate a projected balance sheet, profit and loss statement and statement of cash flow in the format recommended by the U.S. Small Business Administration.
5. Customizable. If you can imagine it, QuickBooks can do it. They are always expanding the product to cater to different industries such as health care, contractors and non-profit organizations. An affordable accounting software that can be tailored to your needs!
6. Peace of mind. QuickBooks is a very stable, reliable and proven product. Hundreds of thousands of small businesses use QuickBooks as their accounting software. Their support is top notch as well!
7. Communication. QuickBooks shares information with over 100 other business applications. This not only saves you time, it also reduces the possibility of mistakes being made.
8. Online Payments. Who wouldn't like to receive their money faster? With QuickBooks you can receive online payments by sending an e-mail an invoice or statement. With QuickBooks Online Billing, your customer can quickly pay you with a credit card or bank account transfer. Easier for both parties!
9. Accept credit cards. With QuickBooks Merchant Account Service, you can accept credit cards easily. QuickBooks Merchant Account Service is the only credit card acceptance service integrated with QuickBooks software, which means no need to re-key information. Your customers can choose between Visa, MasterCard, or American Express.
10. Pay your own bills online. Your current bank account can be set up through QuickBooks, then you can begin paying your bills online! No envelopes, stamps or paper checks! You will also be able to download your monthly statement from a participating bank for easier reconciliation!



1 - GETTING STARTED

- ▢ Starting QuickBooks
- ▢ Setting QuickBooks Preferences
- ▢ Identifying Components of the QuickBooks Operating Environment
- ▢ Using QuickBooks Help
- ▢ Identifying Common Business Terms
- ▢ Exiting QuickBooks
- ▢ Review

2 - SETTING UP A COMPANY

- ▢ Creating a QuickBooks Company
- ▢ Using the Chart of Accounts
- ▢ Review

3 - WORKING WITH LISTS

- ▢ Creating Company Lists
- ▢ Working with the Customers & Jobs List
- ▢ Working with the Employees List
- ▢ Working with the Vendors List
- ▢ Working with the Item List
- ▢ Working with Other Lists
- ▢ Managing Lists
- ▢ Review

4 - SETTING UP INVENTORY

- ▢ Entering Inventory
- ▢ Ordering Inventory
- ▢ Receiving Inventory
- ▢ Paying for Inventory
- ▢ Manually Adjusting Inventory
- ▢ Review

5 - SELLING YOUR PRODUCT

- ▢ Creating Product Invoices
- ▢ Applying Credit to Invoices
- ▢ Emailing Invoices
- ▢ Setting Price Levels
- ▢ Creating Sales Receipts
- ▢ Review

6 - INVOICING FOR SERVICES

- ▢ Setting Up a Service Item
- ▢ Changing the Invoice Format
- ▢ Creating a Service Invoice
- ▢ Editing an Invoice
- ▢ Voiding an Invoice
- ▢ Deleting an Invoice
- ▢ Entering Statement Charges
- ▢ Creating Billing Statements
- ▢ Review

7 - PROCESSING PAYMENTS

- ▢ Displaying the Open Invoices Report
- ▢ Using the Income Tracker
- ▢ Receiving Payments for Invoices
- ▢ Making Deposits
- ▢ Handling Bounced Checks
- ▢ Review

8 - WORKING WITH BANK ACCOUNTS

- ▢ Writing a QuickBooks Check
- ▢ Voiding a QuickBooks Check
- ▢ Using Bank Account Registers
- ▢ Entering a Handwritten Check
- ▢ Transferring Funds Between Accounts
- ▢ Reconciling Checking Accounts
- ▢ Review

9 - ENTERING AND PAYING BILLS

- ▢ Handling Expenses
- ▢ Using QuickBooks for Accounts Payable
- ▢ Entering Bills
- ▢ Paying Bills
- ▢ Entering Vendor Credit
- ▢ Review

10 - USING THE EASYSTEP INTERVIEW

- ▢ Using the EasyStep Interview
- ▢ Review



1 - MEMORIZING TRANSACTIONS

- Entering a New Memorized Transaction
- Editing a Memorized Transaction
- Deleting a Memorized Transaction
- Grouping Memorized Transactions
- Using a Memorized Transaction
- Printing the Memorized Transaction List
- Review

2 - CUSTOMIZING FORMS

- Creating a Custom Template
- Modifying a Template
- Printing Forms
- Review

3 - USING OTHER QUICKBOOK ACCOUNTS

- Other QuickBooks Account Types
- Working with Credit Card Transactions
- Working with Fixed Assets
- Working with Long-Term Liability Accounts
- Using the Loan Manager
- Review

4 - CREATING REPORTS

- Working with QuickReports
- Working with Preset Reports
- Sharing Reports
- Exporting Reports to Microsoft Excel
- Printing Reports
- Review

5 - CREATING GRAPHS

- Creating QuickInsight Graphs
- Using QuickZoom with Graphs
- Working with the Sales Graph
- Customizing Graphs
- Printing Graphs
- Review

6 - TRACKING AND PAYING SALES TAX

- Using Sales Tax in QuickBooks
- Setting Up Tax Rates and Agencies
- Indicating Who and What Gets Taxed
- Applying Tax to Each Sale
- Determining What You Owe
- Paying Your Tax Agencies
- Review

7 - PREPARING PAYROLL WITH QUICKBOOKS

- Using Payroll Tracking
- Setting Up for Payroll
- Setting Up Employee Payroll Information
- Setting Up a Payroll Schedule
- Writing a Payroll Check
- Printing Paycheck Stubs
- Tracking Your Tax Liabilities
- Paying Payroll Taxes
- Preparing Payroll Tax Forms
- Review

8 - USING ONLINE BANKING

- Setting Up an Internet Connection
- Setting Up Bank Feeds for Accounts
- Viewing, Downloading, and Adding Online Transactions
- Creating Online Payments
- Transferring Funds Online
- Canceling Online Payments
- Review

9 - MANAGING COMPANY FILES

- Using QuickBooks in Multi-User Mode
- Setting Up Users and Passwords
- Setting a Closing Date
- Sharing Files with an Accountant
- Updating QuickBooks
- Backing Up and Restoring a Company File
- Condensing a Company File
- Review



1 - GETTING STARTED WITH WORD 2019

- ▢ Topic A: Navigate in Microsoft Word
- ▢ Topic B: Create and Save Word Documents
- ▢ Topic C: Manage Your Workspace
- ▢ Topic D: Edit Documents
- ▢ Topic E: Preview and Print Documents
- ▢ Topic F: Customize the Word Environment

2 - FORMATTING TEXT AND PARAGRAPHS

- ▢ Topic A: Apply Character Formatting
- ▢ Topic B: Control Paragraph Layout
- ▢ Topic C: Align Text Using Tabs
- ▢ Topic D: Display Text in Bulleted or Numbered Lists
- ▢ Topic E: Apply Borders and Shading

3 - WORKING MORE EFFICIENTLY

- ▢ Topic A: Make Repetitive Edits
- ▢ Topic B: Apply Repetitive Formatting
- ▢ Topic C: Use Styles to Streamline Repetitive Formatting Tasks

4 - MANAGING LISTS

- ▢ Topic A: Sort a List
- ▢ Topic B: Format a List

5 - ADDING TABLES

- ▢ Topic A: Insert a Table
- ▢ Topic B: Modify a Table
- ▢ Topic C: Format a Table
- ▢ Topic D: Convert Text to a Table

6 - INSERTING GRAPHIC OBJECTS

- ▢ Topic A: Insert Symbols and Special Characters
- ▢ Topic B: Add Images to a Document

7 - CONTROLLING PAGE APPEARANCE

- ▢ Topic A: Apply a Page Border and Color
- ▢ Topic B: Add Headers and Footers
- ▢ Topic C: Control Page Layout
- ▢ Topic D: Add a Watermark

8 - PREPARING TO PUBLISH A DOCUMENT

- ▢ Topic A: Check Spelling, Grammar, and Readability
- ▢ Topic B: Use Research Tools
- ▢ Topic C: Check Accessibility
- ▢ Topic D: Save a Document to Other Formats



1 - GETTING STARTED WITH EXCEL 2019

- ☐ Topic A: Navigate the Excel User Interface
- ☐ Topic B: Use Excel Commands
- ☐ Topic C: Create and Save a Basic Workbook
- ☐ Topic D: Enter Cell Data
- ☐ Topic E: Use Excel Help

2 - PERFORMING CALCULATIONS

- ☐ Topic A: Create Worksheet Formulas
- ☐ Topic B: Insert Functions
- ☐ Topic C: Reuse Formulas and Functions

3 - MODIFYING A WORKSHEET

- ☐ Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- ☐ Topic B: Search for and Replace Data
- ☐ Topic C: Use Proofing and Research Tools

4 - FORMATTING A WORKSHEET

- ☐ Topic A: Apply Text Formats
- ☐ Topic B: Apply Number Formats
- ☐ Topic C: Align Cell Contents
- ☐ Topic D: Apply Styles and Themes
- ☐ Topic E: Apply Basic Conditional Formatting
- ☐ Topic F: Create and Use Templates

5 - PRINTING WORKBOOKS

- ☐ Topic A: Preview and Print a Workbook
- ☐ Topic B: Set Up the Page Layout
- ☐ Topic C: Configure Headers and Footers

6 - MANAGING WORKBOOKS

- ☐ Topic A: Manage Worksheets
- ☐ Topic B: Manage Workbook and Worksheet Views

- ☐ Topic C: Manage Workbook Properties

DAY 2:

1 - WORKING WITH FUNCTIONS

- ☐ Topic A: Work with Ranges
- ☐ Topic B: Use Specialized Functions
- ☐ Topic C: Work with Logical Functions
- ☐ Topic D: Work with Date and Time Functions
- ☐ Topic E: Work with Text Functions

2 - WORKING WITH LISTS

- ☐ Topic A: Sort Data
- ☐ Topic B: Filter Data
- ☐ Topic C: Query Data with Database Functions
- ☐ Topic D: Outline and Subtotal Data

3 - ANALYZING DATA

- ☐ Topic A: Create and Modify Tables
- ☐ Topic B: Apply Intermediate Conditional Formatting
- ☐ Topic C: Apply Advanced Conditional Formatting

4 - VISUALIZING DATA WITH CHARTS

- ☐ Topic A: Create Charts
- ☐ Topic B: Modify and Format Charts
- ☐ Topic C: Use Advanced Chart Features

5 - USING PIVOTTABLES AND PIVOTCHARTS

- ☐ Topic A: Create a PivotTable
- ☐ Topic B: Analyze PivotTable Data
- ☐ Topic C: Present Data with PivotCharts
- ☐ Topic D: Filter Data by Using Timelines and Slicers



1 – GETTING STARTED WITH OUTLOOK 2019

- ▢ Topic A: Navigate the Outlook Interface
- ▢ Topic B: Work with Messages
- ▢ Topic C: Access Outlook Help

2 - FORMATTING MESSAGES

- ▢ Topic A: Add Message Recipients
- ▢ Topic B: Check Spelling and Grammar
- ▢ Topic C: Format Message Content

3 - WORKING WITH ATTACHMENTS AND ILLUSTRATIONS

- ▢ Topic A: Attach Files and Items
- ▢ Topic B: Add Illustrations to Messages
- ▢ Topic C: Manage Automatic Message Content

4 - CUSTOMIZING MESSAGE OPTIONS

- ▢ Topic A: Customize Reading Options

- ▢ Topic B: Track Messages
- ▢ Topic C: Recall and Resend Messages

5 - ORGANIZING MESSAGES

- ▢ Topic A: Mark Messages
- ▢ Topic B: Organize Messages Using Folders

6 - MANAGING YOUR CONTACTS

- ▢ Topic A: Create and Edit Contacts
- ▢ Topic B: View and Print Contacts

7 - WORKING WITH THE CALENDAR

- ▢ Topic A: View the Calendar
- ▢ Topic B: Create Appointments
- ▢ Topic C: Schedule Meetings
- ▢ Topic D: Print the Calendar

8 - WORKING WITH TASKS AND NOTES

- ▢ Topic A: Create Tasks
- ▢ Topic B: Create Notes

Online Learning



Learning Anytime

This portion of your job skills program focuses on helping your personal improvement, which will help you succeed in the future. Below you will find the detailed listing of dozens of hours of professionally created and delivered content that will provide you with the additional skills that you will need to succeed at your new career! This is your On-Line Anytime (OLA) library, and you will have access to these titles, and thousands more, for a full year!

Asset Type	Title	Code	Program Length
OLA Course	Administrative Support: Developing Your Essential Skills	aad_01_a01_bs_enus	26 Minutes
OLA Course	Administrative Support: Working in Partnership with Your Boss	aad_01_a02_bs_enus	18 Minutes
OLA Course	Administrative Support: Interacting Effectively with Colleagues	aad_01_a03_bs_enus	19 Minutes
OLA Course	Administrative Support: Projecting a Positive Professional Image	aad_01_a04_bs_enus	19 Minutes
OLA Course	Writing Effective E-mails and Instant Messages	acm_02_a01_bs_enus	28 Minutes
OLA Course	The Art and Science of Communication	acm_07_a01_bs_enus	21 Minutes
OLA Course	Trust Building through Effective Communication	acm_07_a03_bs_enus	25 Minutes
OLA Course	Choosing the Right Interpersonal Communication Method to Make Your Point	acm_07_a04_bs_enus	30 Minutes
OLA Course	Become a Great Listener	acm_07_a05_bs_enus	24 Minutes
OLA Course	Navigating Your Own Emotions	acm_13_a01_bs_enus	29 Minutes
OLA Course	Navigating Other People's Emotions	acm_13_a02_bs_enus	25 Minutes
OLA Course	Navigating the Workplace with Emotional Intelligence	acm_13_a03_bs_enus	26 Minutes
OLA Course	Listening Even When it's Difficult to Listen	acm_14_a01_bs_enus	32 Minutes
OLA Course	Using Active Listening in Workplace Situations	acm_14_a02_bs_enus	34 Minutes
OLA Course	Gaining a Positive Perspective on Feedback	acm_15_a02_bs_enus	30 Minutes
OLA Course	Acting with Diplomacy and Tact	acm_16_a01_bs_enus	36 Minutes
OLA Course	Navigating Challenging Situations with Diplomacy and Tact	acm_16_a02_bs_enus	30 Minutes
OLA Course	Interacting with Customers	acs_02_a01_bs_enus	30 Minutes
OLA Course	Communicating Effectively with Customers	acs_02_a02_bs_enus	30 Minutes
OLA Course	Controlling Conflict, Stress, and Time in a Customer Service Environment	acs_02_a03_bs_enus	32 Minutes
OLA Course	Dealing with Customer Service Incidents and Complaints	acs_02_a04_bs_enus	30 Minutes
OLA Course	Polishing Your Skills for Excellent Customer Service	acs_02_a05_bs_enus	24 Minutes
OLA Course	Rapport Building in Customer Service	acs_03_a01_bs_enus	28 Minutes
OLA Course	Providing Telephone Customer Service	acs_03_a03_bs_enus	31 Minutes
OLA Course	Facing Confrontation in Customer Service	acs_03_a05_bs_enus	27 Minutes
OLA Course	Designing a Customer Service Strategy	acs_03_a06_bs_enus	28 Minutes
OLA Course	Leveraging Emotional Intelligence	ald_01_a04_bs_enus	28 Minutes
OLA Course	How to Manage Difficult Conversations	amg_06_a03_bs_enus	29 Minutes
OLA Course	Developing a Plan to Further Your Career	apd_03_a01_bs_enus	28 Minutes
OLA Course	Getting Your Career on the Right Track	apd_03_a02_bs_enus	29 Minutes
OLA Course	Cultivating Relationships with Your Peers	apd_04_a01_bs_enus	21 Minutes
OLA Course	Managing Pressure and Stress to Optimize Your Performance	apd_07_a01_bs_enus	26 Minutes
OLA Course	Aligning Goals and Priorities to Manage Time	apd_08_a01_bs_enus	25 Minutes
OLA Course	Make the Time You Need: Get Organized	apd_08_a02_bs_enus	28 Minutes
OLA Course	The Art of Staying Focused	apd_08_a03_bs_enus	30 Minutes
OLA Course	Uncovering and Utilizing Your Talents and Skills	apd_10_a01_bs_enus	19 Minutes
OLA Course	Self-improvement for Lifelong Success	apd_10_a02_bs_enus	24 Minutes
OLA Course	Establishing Self-confidence for Life	apd_10_a03_bs_enus	23 Minutes
OLA Course	Procrastination: Admitting it is the First Step	apd_11_a01_bs_enus	20 Minutes
OLA Course	Understanding Unconscious Bias	apd_14_a01_bs_enus	25 Minutes
OLA Course	Overcoming Your Own Unconscious Biases	apd_14_a02_bs_enus	22 Minutes
OLA Course	Being an Effective Team Member	atm_02_a01_bs_enus	30 Minutes
OLA Course	Taking Effective and Professional Notes	bs_acm19_a01_enus	20 Minutes
OLA Course	Developing Your Business Acumen	bs_apd20_a01_enus	21 Minutes
OLA Course	Developing a Growth Mind-set	bs_ast03_a01_enus	16 Minutes
OLA Course	Personal Power and Credibility	comm_42_a01_bs_enus	24 Minutes
OLA Course	Difficult People: Why They Act That Way and How to Deal with Them	comm_46_a01_bs_enus	31 Minutes
OLA Course	The Essentials for Anger Management	comm_47_a01_bs_enus	26 Minutes
OLA Course	Using Communication Strategies to Bridge Cultural Divides	comm_48_a02_bs_enus	30 Minutes
OLA Course	Staying Balanced in a Shifting World	pd_30_a02_bs_enus	15 Minutes
OLA Course	Take a Deep Breath and Manage Your Stress	pd_30_a03_bs_enus	22 Minutes
OLA Course	Avoid Procrastination by Getting Organized Instead	pd_32_a02_bs_enus	22 Minutes
OLA Course	Maximize Your Productivity by Managing Time and Tasks	pd_32_a03_bs_enus	21 Minutes
OLA Course	Forging Ahead with Perseverance and Resilience	pe_03_a01_bs_enus	31 Minutes
OLA Course	Reaching Goals Using Perseverance and Resilience	pe_03_a02_bs_enus	27 Minutes
OLA Course	The Building Blocks of Building Trust	pe_04_a01_bs_enus	29 Minutes
OLA Course	Becoming an Accountable Professional	pe_05_a01_bs_enus	30 Minutes
OLA Course	Managing Workplace Stress	_pc_bi_hrb006	6 Minutes
OLA Course	Reframing Negative Situations	_pc_bi_hrb008	6 Minutes
OLA Course	Developing Your Career	_pc_ch_lach037	15 Minutes
OLA Course	Persevering through Setbacks	_pc_ch_pach011	15 Minutes
OLA Course	The Fruits of Integrity: Building Trust at Work	_pc_ch_pach012	15 Minutes

Your New Career Starts Today!

