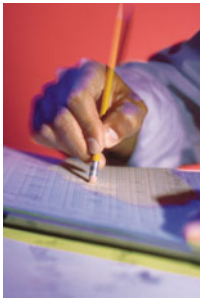


# Bookkeeping the Easy Way with QuickBooks

## COURSE OVERVIEW

Bookkeeping the Easy Way With QuickBooks introduces the concepts of bookkeeping/accounting using the theory of double-entry bookkeeping. This cumulative online experience progresses lesson by lesson with assistance from expert instructors to prepare students for entry-level positions in this in-demand occupation.

Understanding basic bookkeeping procedures is vital to developing and controlling activities in business. This program is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career.



The QuickBooks training portion is designed specifically to allow students to get the most out of their QuickBooks software, keep track of their payables and receivables, and plan budgets and improve their accounting systems. This course presents a simplified step-by-step approach to learning

bookkeeping/accounting principles and practices. Students will be posed with questions and problems, as well as analytical situations designed to explain not only the “how” but also the “why” of bookkeeping practices. These situations relate book learning to the business world. This bookkeeping program will result in a better understanding of legal obligations and a greater awareness of the private enterprise system.

A separate QuickBooks module is included with this program.

**140 Hours**



## COURSE OBJECTIVES

Upon completion of the course, students will be able to:

- **Understand the basic bookkeeping equations and all supporting journals, ledgers, and worksheets.**
- **Set up QuickBooks, enter data accurately, and manage the bookkeeping function for a small business.**
- **Explain and utilize double-entry accounting by understanding the impacts of debits and credits for all account types.**

## STUDENT TESTIMONIALS

*“The course outline was specific and to the point. Since working a full time position, I was only able to spend little time taking the course. I have recommended Gatlin to numerous associates and I hope they receive the same learning experience I have. It is a very informative course.”*

— J. D.W.

Armstrong Atlantic State University

## How our online courses work

- **Students are assigned an instructor for one-on-one assistance.**
- **Students progress at their own pace.**
- **All materials are included.**
- **The student work is evaluated and a 70% is required for a certificate.**
- **Students will be given six months to complete the program. Extensions are given upon request.**
- **Students will receive a certificate from Mississippi State University upon successful completion.**

Detailed objectives, outlines, prerequisites, frequently asked questions, demos, and ratings of the courses are available at [www.gatlineducation.com](http://www.gatlineducation.com).

*“I liked it... the chapters were short, breaking the information up into small pieces. The exercises worked well in reinforcing the chapter material.”*

—M.L.P.

Leeward Community College



# COURSE REGISTRATION

Name \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

**BOOKKEEPING THE EASY WAY**

Web Based    140 Hours    Registration Fee: \$1,495\*

\*Price includes all materials!

Check or Money Order     MasterCard     Visa     AMEX  
 Purchase Order     Discover

Account # \_\_\_\_\_  
Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

## HOW TO REGISTER

**BY MAIL:** Complete the registration form above, attach your check or money order and mail to the address listed below.

**BY PHONE:** Call (662) 325-3476. Phone registration hours are from 8:00 a.m. to 5:00 p.m. M-F.

**BY FAX:** Fax registration is available 24 hours a day, 7 days per week. Be sure to fax your fully completed enrollment form with credit card information provided to (662) 325-8666.

**Mississippi State University**  
Division of Academic Outreach and  
Continuing Education  
Attn: EAS  
PO Box 5247  
Mississippi State, MS 39762

For information on financial assistance please visit  
[www.collegeloanapplication.com](http://www.collegeloanapplication.com)

For Student Loan Information, call: The Education Resources Institute (TERI) at (800) 255-8374, ext. #2 (The Customer Service Department can take your application over the phone.)

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, or veteran status.

Mississippi State University  
Division of Academic Outreach and  
Continuing Education  
Attn: EAS  
PO Box 5247  
Mississippi State, MS 39762



# BOOKKEEPING

**Mississippi State**  
UNIVERSITY  
Division of Continuing Education

<http://www.ce.msstate.edu/>

**Online Certificate Programs**  
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 **GATLIN**  
Education Services  
[www.gatlineducation.com](http://www.gatlineducation.com)