

FINANCE (ZFIN)

ZFIN-0737 Government Accounting **2 CEUs**

Accounting principles, standards and procedures for government entities and non-profit service entities, including school systems, colleges and universities, hospitals, charitable and religious organizations, and fraternal organizations. Application of current Financial Accounting Standards Board (FASB) and Government Accounting Standards Board (GASB) standards.

Contact hours: 20

Not financial aid eligible.

ZFIN-1054 Bookkeeping Administration Certification (Online) **28 CEUs**

\$2995 (12-months to complete) This online course provides an introduction to the concepts and uses of accounting in a business environment. The primary areas of study include analysis of business transactions; recording procedures and the use of ledgers and journals; accounting for sales and purchases; managing cash, payroll, accruals and deferrals; and preparation and analysis of basic financial statements. Learn to use QuickBooks Online Plus by completing two monthly accounting cycles. Payroll preparation and creating a new company will also be covered. While no prior QuickBooks knowledge is required, students taking this course should have some familiarity with the accounting cycle and how it relates to a business. While the reading requirements are light, the majority of this extensive, hands-on course consists of drill exercises and related practice activities and quizzes based on the knowledge gained from completing each chapter.

Contact hours: 280

Not financial aid eligible.

ZFIN-1055 Payroll Level I: Fundamental Payroll Certification (FPC) Exam Prep **3 CEUs**

This course teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry and individuals preparing for the FPC or CPP certification examinations. Participants will gain the knowledge and skills required to maintain payroll compliance and prevent costly penalties.

Contact hours: 30

Not financial aid eligible.

ZFIN-1056 Payroll Level II: Certified Payroll Professional (CPP) Exam Prep **3.6 CEUs**

This course provides students with an in-depth understanding of the advanced skills necessary for payroll managers and supervisors. This program is ideal for experienced payroll professionals seeking compliance training, professional development or CPP certification preparation. Please note: In order to sit for the CPP exam, you must have spent at least three of the last five years working in the payroll profession. * This course has both an in-person and webinar version. See right column for more details.

Contact hours: 36

Not financial aid eligible.

ZFIN-1066 Investing in Stocks and Bonds (Online) **2.4 CEUs**

\$155 (6-months to complete) A greater understanding of stocks and bonds can help you better manage your personal finances, become an informed consumer, make insightful decisions at work or school, and more easily navigate our increasingly financialized world. No financial experience required.

Contact hours: 24

Not financial aid eligible.

ZFIN-1067 Intuit QuickBooks Online Plus (Online) **10 CEUs**

\$1514 (12-months to complete) Review financial accounting and reporting basics while learning the many facets of QuickBooks Online. Topics include setting up a new company, sales and cash receipts, purchases, investing, payroll, taxes and budgeting. Case studies build upon each other as the course progresses. All students eligible for free 365-day copy of Intuit QuickBooks Online Plus from the Intuit Education Program.

Contact hours: 100

Not financial aid eligible.

ZFIN-1080 Enrolled Agent Intensive Exam Prep Boot Camp **19 CEUs**

Enrolled agents are licensed by the federal government and have demonstrated special competence in tax matters and professional ethics. They can practice before the IRS anywhere in the United States.

At least one to two seasons of tax preparation experience and a basic understanding of tax accounting and accrual accounting is recommended before taking this class. This innovative program allows students to participate via WebEx and log in to the online portal for interactive content and practice exams. The course prepares participants to pass the IRS Special Enrollment Exams (SEE). Class sessions are structured based on the Gleim System for Success and require (at minimum) 15 to 20 hours of studying per week outside of class. The SEE is a three-part exam administered by Prometric on behalf of the IRS. Participants must successfully pass all three parts to receive IRS-EA certification. We strongly suggest that participants register for part one of the SEE (Individuals) to obtain their PTIN through the IRS before enrolling in this course.

Contact hours: 190

Not financial aid eligible.