



## Certification Description

Improve your credibility and career.

The bookkeeping profession continues to expand and evolve, growing to more and more professionals every year. It is a growth industry with great professional potential.

Whether you want to develop the skill of bookkeeping or further your career in business, there are critical accounting and bookkeeping concepts to be learned. With this knowledge in hand you will be able to provide professional bookkeeping services for a wide range of clients.

Every major bookkeeping subject is covered in depth, with practical examples and a thorough case study to show you how the concepts work in the real world. There is also a highly valuable and useful 'bookkeeping tools resource' that provides a number of useful processes, procedures and tools to help you quickly and accurately execute on a number of key bookkeeping tasks.

Illumeo's Professional Bookkeeping Certification is a great way to launch yourself into the world of bookkeeping.

See next page for certification syllabus information...

## Illumeo

The leading online provider of *Expertise Management* solutions, Illumeo helps corporate professionals and organizations work together to build the skills and capabilities to help everyone be an expert at their job.

## Vital Statistics

- Founded in **2009**
- **2.5 million** site users in 2015
- **250,000 hours** of instruction delivered
- **600+** On Demand Courses:
- **4,000+** Video Lessons

## Certification Details

- ✓ Contains: **14 Courses**
- ✓ Duration: **20 hours**
- ✓ Cost: **\$249 (for subscribers)**
- ✓ To learn more visit [www.illumeo.com/bookkeeping](http://www.illumeo.com/bookkeeping)



Instructor: **Lynn Fountain**,  
*former CAE, Aquila*

A former multi-time Chief Audit Executive, Ms. Fountain is a nationally-recognized trainer, speaker and published author. She is a subject matter expert who specializes in Bookkeeping, Accounting Internal Audit, Management, Fraud, Governance and Compliance.

# Professional Bookkeeping Certification

## CERTIFICATION COURSE LISTING

1. Bookkeeping Basics - Critical Accounting Terminology and Effective Execution of Concepts
2. Bookkeeping Basics – Processes and Debits and Credits
3. Bookkeeping Basics – Accrual vs. Cash Accounting
4. Bookkeeping Basics – Payroll and Expenses
5. Bookkeeping Basics – Formation of a Legal Entity and Establishing a Chart of Accounts
6. Bookkeeping Basics – Utilizing Journals, Subsidiary Ledgers and the General Ledger
7. Bookkeeping Basics – The Essential Responsibilities of the Bookkeeper on a Daily, Weekly, Monthly and Annual Basis
8. Bookkeeping Basics – Fixed Assets and Inventory
9. Bookkeeping Basics – Accounts Payable/Disbursements and Accounts Receivable/Receipts
10. Management Internal Control Essentials
11. GAAP Principles, Assumptions and Considerations
12. GAAP Presentation of Financial Statements
13. Bookkeeping Basics - Case Study Scenario
14. Useful Bookkeeping Tools

***Once you complete these courses and pass the exams, update your resume. You are ready for Bookkeeping roles!***