

CPES FOR CPAs 2008

Georgia Perimeter College, Dunwoody Campus

Access 2007, Level 1: Learn to create databases and reports with this increasingly popular software. Topics include: Creating and Editing Tables, Setting Primary Keys, Simple Queries, Database Concepts, AutoForms, Restricting Fields, Using Multiple Tables, AutoReports and Restricting Records. Techniques for the enhancement of auditing activities is presented and discussed. *Speaker: Fred Bounds*

Access 2007, Level 2: A continuation of Level 1. Topics include: Compound Queries, Customized Screen Forms, Customized Reports, Expression Builder, Control Properties and Referential Integrity. Categorization and data mining techniques used in auditing procedures are presented and discussed. *Speaker: Don Johnson*

Accounting Research on the Web: Discover the power of online searching for you and your clients. First, explore the World Wide Web using search engines, directories, and meta search engines. Second, explore the library of electronic information available to you free through GALILEO, the state of Georgia's virtual library. You will learn how to use selected databases to locate information relevant for CPAs. This hands-on accounting workshop will help you become a more effective, efficient researcher. *Speaker: Lora Mirza*

Excel 2007, Level 3: An overview and discussion of good spreadsheet design and more advanced spreadsheet operations will be provided as well as hands-on application exercises to include the following areas: Database Sorting and Filtering, Macros, Linking Excel with Word and Access, Goal Seeking with Solver, and Additional Functions (Count, If, Upper, Lower, Trim). *Speaker: Debora Constable*

Excel – Tips & Tricks:

Part 1: Excel - Tips & Tricks: Join GPC'S very own "Excel Goddess" as she shares tips and tricks in this 4-hour dynamic workshop. You will discover cool secrets lurking under the Excel Data menu, how to calculate subtotals in seconds, construct your very own splash screen, create personalized add-in programs and other hidden secrets and techniques built into Microsoft Excel. Even experienced Excel users can discover new and quick ways to save time and effort.

Part 2: Overcoming Excel Formula Dys"function": Do you suffer from low productivity and inefficiency due to Excel formulas and functions? Do you often find yourself entering a formula in Microsoft Excel worksheet "the hard way"? Do you catch yourself thinking "there must be an easier/better way" to do this formula? Take your Excel formula knowledge to the next step. This workshop will provide an invaluable understanding of formulas using absolute cell references and multiple worksheets as well as several useful Excel functions. You will learn how to build formulas and functions to calculate due dates, elapsed time, count on condition, sum every Nth cell, average correctly with zeros or negative numbers. Excel experience highly recommended. *Speaker: Teresa Adams*

Fraud Seminar: Topics Include Cyber Fraud, Money Laundering, Financial Statement Fraud, Misappropriations and Kickbacks, Fraudulent Financial Transactions, Analysis Techniques, External and Internal Fraud, Embezzlement by Computer, and Asset Misappropriation. *Speaker: Ellen Sweatt*

Google – Not Just A Search Tool

Most people with any computing experience are familiar with Google as a basic tool for locating information on the World Wide Web. However, there is far more to "Googling" than first meets the eye. Attend this 4-hour course and discover tips and tricks to improve your use of Google for web searches, then find out about a host of other Google-powered tools that will save you time, improve your productivity, and help you work in a mobile environment rather than remaining chained to your office chair. *Speaker: Julia Benson-Slaughter*

Portfolio Management: This course will assume a basic knowledge of securities. The content will be the portfolio management process and its dynamics, portfolio management basics, investor objectives and constraints, capital market expectations-using macroeconomics, and asset allocation-using stocks, bonds or real estate. *Speaker: Robert Hopkins*

QuickBooks Basics:

This class is an introduction to QuickBooks Pro covering set up of a client, data entry for invoicing, accounts receivable, accounts payable, cash payments, cash receipts, journal entries, quarterly reports and statements. QuickBooks is an easy and useful software to be used in conjunction with small and medium sized clients. *Speaker: Linda Mullins*

Tax Update: A review of the pros and cons of the 2008 Tax Legislation. Despite this being a tumultuous economic and political year, Congress did not sit still. We will go over the federal tax law changes enacted this year as well as those that go into effect in 2009 from previously passed legislation. We will also look into the crystal ball and discuss the new president's tax proposals as well as the chances of these proposals being enacted. We will discuss changes in Georgia tax law and the proposed Georgia Tax Court and how it will affect tax practitioners. *Speaker: David "Bo" Jackson*

Sarbanes-Oxley and The Financial Turmoil of '08: A discussion of the current provisions of SOX and why there were still company failures that were off the radar. Also, where we might go from here. *Speaker: Dennis Dickinson*

Help us Serve you Better!
We don't want to cancel classes. Register early. Your registration may determine if the class will be held.