**Instructor**

Wade Lindenberger is a CPA with over 20 years of financial accounting and management experience in public accounting and private industry. He is currently Director of Finance and Administration for New Children's Museum. Before his current position, he worked as the National Finance and Accounting Service Line Leader for Premier Alliance Group, a national professional services firm. Wade was also Director of the Finance and Accounting service line for the San Diego office of a global, publicly held professional services firm. Before becoming a consultant, Wade was Divisional Controller for one of the leading health and fitness club chains in the world. He has also been Internal Audit Manager and Divisional Controller for a division of a Fortune 500 global energy project management company. He began his career with Coopers & Lybrand, a predecessor to PricewaterhouseCoopers, one of the "Big Four" CPA firms. He has previously served as an instructor for courses at Coopers & Lybrand and UC San Diego. He is currently an adjunct professor at the University of San Diego School of Business. He is a member of the American Institute of Certified Bookkeepers' Advisory Board.

Helene K. Liatsos is business advisor and QuickBooks Certified Advisor with more than 25 years of experience. She consults for a range of companies, from travel agencies to startups. Her company Home Office Management Experts was awarded the 2004 Home-Based Business of the Year by the U.S. Small Business Administration. Helene holds a Bachelor of Arts from Fairleigh Dickinson University.

**Requirements**

Hardware Requirements:

* This course can be taken on either a PC or Mac.

Software Requirements:

* PC: Windows 10 or later.
* Mac: macOS 10.6 or later.
* Browser: The latest version of Google Chrome or Mozilla Firefox is preferred. Microsoft Edge and Safari are also compatible.
* QuickBooks Online (Free 1-year subscription and practice site included in enrollment.) An additional subscription or software purchase for QuickBooks Online is not required to complete this course. However, please note that this course is only suitable for the QuickBooks Online version.
* [Adobe Acrobat Reader](https://get.adobe.com/reader/).
* Microsoft Word or equivalent.
* Software must be installed and fully operational before the course begins.

Other:

* Email capabilities and access to a personal email account.

**Instructional Material Requirements:**

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

* Bookkeeping for Dummies, 2nd Edition
* QuickBooks Online software
	+ Your enrollment in this course includes a free 1-year full subscription to QuickBooks Online. You will learn how to access and activate this subscription in one of your assignments.