



## School of Continuing Education & Workforce Development

### Short Term Certificate Programs

---

#### COMPUTERIZED ACCOUNTING CERTIFICATE

**Program Overview:** The Computerized Accounting Certificate is designed to enhance the skills and marketability of individuals in any of the noted professions such as bookkeeping, accountant, auditors, payroll personnel, tax preparers within the public and private sectors.

- ✓ **PRINCIPLES OF COMPUTERIZED ACCOUNTING:** Participants in the course will explore the principles of computerized accounting. Instruction in recording various business transactions including account receivables and payables, journal entries, and preparation of financial statements/reports will be provided.
  - ✓ **QUICKBOOKS:** Participants will learn the basic elements of QuickBooks computerized accounting, including the accounting cycle and preparation of financial statements/reports.
  - ✓ **ADVANCED COMPUTERIZED ACCOUNTING:** Participants will build on prior QuickBooks knowledge to learn inventory, budgets and accounts reconciliation. Participants will create customized reports and perform file import/export functions.
-