



**FALL 2009**

**One Year Program**

**UPGRADE YOUR ACCOUNTING & COMPUTER SKILLS**

# **CLERICAL ACCOUNTING CERTIFICATE**

*Free  
Program*

**JOB TRAINING SKILLS INCLUDES:**

- Principles of Accounting
- Microsoft Word—Intermediate
- Microsoft Excel—Intermediate
- Microsoft Excel—Accounting
- Microsoft Access - Beginning
- Keyboarding: Skill Development (includes 10-key)
- Business Math w/ Spreadsheets
- QuickBooks Complete
- QuickBooks Course (Online) Obtain a certificate through Intuit QuickBooks
- Microsoft Outlook
- Business English & Business Communications

**FOR MORE INFORMATION CONTACT**

Tanaka Begnazarov (Gaines): Room 470

[gainedu@yahoo.com](mailto:gainedu@yahoo.com)

or

Kate Ryan: Room 120