

## QUICKBOOKS FOR ACCOUNTING CERTIFICATE GUIDE

### PROGRAM GOAL

Prepare students for entry-level and mid-level clerical office accounting positions. Students will learn skills needed to be competitive in the present job market—Microsoft Word, Excel, and accounting principles with the integration of QuickBooks. Students who receive this certificate will be qualified to apply for various accounting positions including, but not limited to, bookkeeper, accounts receivable, accounts payable and/or payroll clerk.

### ADVISORY ENTRANCE REQUIREMENTS

Eligibility for noncredit ESL levels 5/6

### LEARNING OUTCOMES

Upon completion of the QuickBooks for Accounting Noncredit Certificate, students will be able to:

- Identify the steps in the accounting cycle.
- Use technology (Microsoft Word, Excel and QuickBooks) as a tool to complete essential business office tasks.
- Prepare and interpret simple financial statement for businesses.
- Qualify to successfully pass the QuickBooks Certified User Exam (professional exam).

### EXIT REQUIREMENTS

Successful completion of all courses with a passing grade of C or better; minimum attendance of 80% in all classes is required.

QUICKBOOKS FOR ACCOUNTING (TOTAL HOURS 360)							
COURSE	COURSE TITLE	HRS	SEMESTER	M T W R F S	TIME	START DATE	END DATE
<b>ACBO 9201</b>	Accounting I - Proprietorship <b>OR</b>	90		□□□□□□			
<b>ACBO 9206</b>	Basic Accounting I	45		□□□□□□			
<b>ACBO 9207</b>	and Basic Accounting II	45		□□□□□□			
<b>ACBO 9205</b>	QuickBooks Complete <b>OR</b>	90		□□□□□□			
<b>ACBO 9208</b>	QuickBooks Level I	45		□□□□□□			
<b>ACBO 9209</b>	and QuickBooks Level II	45		□□□□□□			
<b>COMP 9900</b>	Microsoft Excel for Business I	45		□□□□□□			
<b>COMP 9904</b>	Microsoft Excel for Business II	45		□□□□□□			
<b>COMP 9932</b>	Excel for Accounting Principles	45		□□□□□□			
<b>WOPR 9486</b>	Microsfot Word for Business I	45		□□□□□□			