

# QUICKBOOKS, CERTIFICATE OF COMPLETION NONCREDIT

The QuickBooks Certificate of Completion program is designed to train students in the use of the QuickBooks computerized accounting system.

Students completing this program will be prepared as entry-level bookkeepers and office workers for small businesses and a variety of industries.

The program is offered in the noncredit format. Noncredit instruction provides access to a variety of courses tuition free to assist students in reaching their personal, academic and professional goals.

Course ID	Title	Units/ Hours
<b>Required Courses</b>		
ACCT R810	QuickBooks 1	27
ACCT R811	QuickBooks 2	27
<b>Total Hours</b>		<b>54</b>

Year 1		Units/Hours
Spring Semester		
ACCT R810	QuickBooks 1	27
ACCT R811	QuickBooks 2	27
	<b>Units/Hours</b>	<b>54</b>
	<b>Total Units/Hours</b>	<b>54</b>

Upon successful completion of this program, students will be able to:

- Apply advanced business features using QuickBooks software.
- Prepare various reports for businesses using QuickBooks software.
- Perform steps to set up a company using QuickBooks.
- Discuss the importance of ethics in the accounting process.
- Create a project proposal using QuickBooks accounting software.
- Prepare customized reports and graphs for a merchandising or service business using QuickBooks accounting software.
- Perform analysis and comparisons after budget and other financial reports are created using QuickBooks accounting software.