

CERTIFICATE IN QUICKBOOKS

The ability to utilize QuickBooks is a skill that businesses demand. Along with an understanding of fundamental accounting concepts, the QuickBooks Certificate of Achievement will enhance job prospects for the candidate that completes this program.

Learning Outcomes

Certificate of Achievement Level Student Learning Outcomes

Students completing the QuickBooks Certificate of Achievement will:

1. Set up a company's accounting records in QuickBooks using company profiles.
2. Prepare financial reports, evaluate the results of a company's operations and communicate the results of reports to others.
3. Demonstrate an understanding of accrual basis accounting concepts and the accounting cycle by preparing journal entries, posting to T accounts, preparing an adjusted trial balance and preparing the four financial statements along with closing journal entries.

Requirements

Code	Title	Units
<i>Required courses:</i>		
ACCT 100	Accounting	4
or ACCT 101	Financial Accounting	
or ACCT 101H	Financial Accounting - Honors	
ACCT 115	QuickBooks	2
OFF 120	Microsoft Excel	3
Total Units		9

Curriculum Map

1-Term Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrvcounsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs.

Course	Title	Units
Fall Term 1		
BUS 130	Introduction to Business	3
ACCT 115	QuickBooks	2
ACCT 100	Accounting	4
or ACCT 101	or Financial Accounting	
or ACCT 101H	or Financial Accounting - Honors	
	Units	9
	Total Units	9