

ACCOUNTING COMPUTER *Certificate*

Get exposure to accounting and the technology skills essential for accounting-related positions. Learn the fundamentals of spreadsheet and database applications while also exploring popular applications for small to medium-sized businesses.

Register for the entire certificate and Save 15%!

Accounting Refresher

1.68 CEU, \$319

This seminar will provide you with an overview of the accounting process from start to finish! Review basic debit/credit theory, accrual concepts and the matching principle. Learn to analyze transactions, journalize and post entries, prepare adjustments, close the books and prepare financial statements. Seminar materials include a workbook of practice exercises to reinforce concepts presented. Bring a basic calculator to class.

QuickBooks Accounting

1.68 CEU, \$319

Prerequisite: Knowledge of basic accounting theory.

Learn to use this popular small business accounting package. Set up a company, work with QuickBooks lists, create invoices, apply payments, enter and pay bills. Also track sales tax, inventory, and other sales items, process payroll and reconcile cash accounts. Learn how to customize reports and forms and understand how to use various financial statements.

Peachtree Accounting

1.68 CEU, \$319

Prerequisite: Knowledge of basic accounting theory.

Get to know the "other" accounting package. Learn to set up a Peachtree company and work with your chart of accounts, customer invoices, cash receipts, purchase orders, bills, and payments. Learn how to process payroll, track inventory, and reconcile your bank accounts. Also included: time billing, job costing, customizing reports and forms, year-end processing, importing and exporting data. Students are encouraged to bring questions to class.

Payroll Accounting

1.68 CEU, \$319

Prerequisite: Knowledge of basic accounting theory.

Enhance your accounting skill set with this new course! This seminar will provide you with an overview of payroll accounting policies and procedures. We will explore payroll tax laws and reporting requirements including: the employer-employee relationship, wage and deduction calculations, quarterly reporting and professional payroll services. Please bring a basic calculator to class.

For course description and dates please visit www.nhcc.edu/cect.

Excel Basic 2010

0.84 CEU, \$179

Excel Intermediate 2010

0.84 CEU, \$179

Excel Formulas and Functions

0.84 CEU, \$179

Access Basic 2010

0.84 CEU, \$179

**Prices, course and certificate information are subject to change. Please refer to our website at www.nhcc.edu/cect for current information.*



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