

# 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
<b>Total Units</b>		<b>9</b>

## 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
<b>Fall Term 1</b>		
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	
	<b>Units</b>	<b>9</b>
	<b>Total Units</b>	<b>9</b>

## Career Information

### Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrvccenter/Pages/ApptSchedule.aspx>) with a career counselor.