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# Accounting Assistant Certificate Package

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*This class is intended for everyone. No computer or work experience required.*

## Instructors

Chris Hague

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Diane Folsom

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## School Phone

805-497-2761

## Room Location

Room 9

## Overview:

This certificate course prepares you for a job working in either a front office or bookkeeping department. Get the skills that will allow you to assist in a variety of areas including accounts receivable, accounts payable, general ledger, order entry/invoicing, inventory, payroll, collections, and online banking.

## Class Resources and Recommended Books:

Each student will receive a flash drive, textbook, e-textbook, online learning resources, and access to our on-campus lab and test center. A free trial version of QuickBooks is also included.

## Bring These Items to Class Daily:

ID Card, notepad, pen or pencil, highlighter, and flash drive.

## Instructional Procedure:

The instructor will lecture while demonstrating various techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

## Class Topics

- Computer Use for Business
- File Management
- Basic Microsoft Outlook and Word
- Essential Career Skills
- Business Math Review
- Microsoft Excel for Business and Accounting
- Adjusting Entries
- Accounting Basics for QuickBooks
- QuickBooks Online – Cloud Accounting
- Account Reconciliations and Adjusting Entries
- Financial Reporting
- QuickBooks Pretest

## Attendance & Passing Scores:

Certificate is achieved by successfully completing units in this package, maintaining attendance, participation, and the regular use of eLab for the purpose of study and homework completion.