

# EARN A FREE CERTIFICATE FROM NORCO COLLEGE

## TUITION-FREE, SHORT-TERM.

### Accounting Basics for Small Business

The Accounting Basics for Small Business Certificate provides students with an understanding of basic accounting, including QuickBooks procedures. The skills and knowledge covered in this program will introduce those new to the field or advance in their current career. This certificate also serves as a gateway into other noncredit and credit programs.

#### Required Courses:

##### **ACC-801: Setting Up QuickBooks for Small Business**

Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discusses accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. 16 hours lecture.  
(Pass/No Pass only.)

##### **ACC-802: Monthly Procedure Using Quickbooks**

Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, gain practical experience working with day-to-day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries. Prepare financial statements. 16 hours lecture.  
(Pass/No Pass only.)

##### **ACC-803: Year-End Procedures with Quickbooks**

Develop and apply year end procedures used in accounting for small business using QuickBooks. Prepare closing journal entries for year end. Prepare reports for tax accountants. Purge files and prepare for the new year. 16 hours lecture.  
(Pass/No Pass only.)



Career Education

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