

# Certificate in **ACCOUNTING FUNDAMENTALS & QUICKBOOKS**

## *Gain Essential Accounting Skills & Software Proficiency*

The **Certificate in Accounting Fundamentals & QuickBooks** is a focused, two-course (6 credit hours) accelerated online synchronous/asynchronous program designed to help you build a solid foundation in accounting principles and develop hands-on proficiency with today's leading accounting software.

Through **Principles of Accounting** and **QuickBooks**, participants gain the essential knowledge and technical ability to record transactions, manage accounts, prepare reports, and confidently handle financial information for businesses and organizations.

### **What You'll Learn**

- **Accounting Basics:** Understand the accounting cycle, journal entries, ledgers, and financial statements.
- **Financial Reporting:** Learn how to record, post, and interpret financial data accurately.
- **QuickBooks Essentials:** Practice setting up company files, managing receivables/payables, processing payroll, and generating professional reports.
- **Technology for Efficiency:** Use QuickBooks tools to streamline daily financial operations and decision-making.

### **Who Should Enroll**

This certificate is ideal for:

- Individuals entering the bookkeeping or accounting field
- Small business owners who wish to manage their own finances
- Office professionals seeking to enhance job qualifications
- Participants planning to continue into accounting or business programs

Earn your **Certificate in Accounting Fundamentals & QuickBooks** and build the confidence to manage business finances accurately and efficiently.

For more information, contact Dr. Lillian Grose at [lgrose@uhcno.edu](mailto:lgrose@uhcno.edu).

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