



Accelerated Bookkeeping Certification Program

Qualifications: Students must have High School Diplomas or GED



Curriculum

This accelerated program is designed to give the student a strong knowledge of Bookkeeping procedures that will include tasks related to recording financial transactions, maintaining records, creating statements and tracking customer or client accounts. In addition, students will learn to create companies, work with sales and receivables, payables and purchases, budgets & end-of-period procedures using the QuickBooks Professional software.

There are many industries in high demand of bookkeepers that include:

- Professional services – Financial Institutions
- Retail
- Insurance
- Wholesale
- Healthcare

Included with this program: QuickBooks Pro Certification and Microsoft Excel Certification.

Tuition

- \$3,750.00
- 200 Hours
- 10 weeks

Schedule

- Monday 9:00 a.m. – 3:15 p.m. (lab hours)
- Wednesday 9:00 a.m. – 3:15 p.m.
- Thursday – 12 p.m. – 3:15 p.m. (lab hours)
- Friday 9:00 a.m. – 3:15 p.m.
(Schedule is subject to change)

Text

- Microsoft Office 2016 Excel Comprehensive-Shelly Cashman Series
- College Accounting Heintz Parry
- College Accounting Study Guide and Working Papers Heintz Parry
- QuickBooks Pro Levels 1 & 2 Labyrinth

Certifications

- Microsoft Excel 2016
- QuickBooks Pro

For more information, please contact the Lackawanna College Training Institute at (570) 504-1586.