

Middlesex Offers Accounting Fundamentals Certificate Program

Register now for Middlesex Community College's Community Education & Career Training **Accounting Fundamentals Certificate Program**. Classes begin Wednesday, Feb. 3, on the Bedford campus.

Students in this noncredit program will be introduced to theory and practice of basic concepts in accounting and bookkeeping. They will also gain a basic understanding of the documents and journals required to establish a computerized set of accounts for a small business. Individuals interested in starting an accounting career, or starting small or home-based businesses, and those with little to no accounting or bookkeeping experience, will benefit from this program.

Courses may be taken individually, but to complete the certificate program students should take the following courses:

Accounting/Bookkeeping Fundamentals I and II (CAR 797 30) – Students will learn essential terms and concepts related to starting an accounting system, including understanding debits and credits, classifying items as assets, liabilities, equity, revenue/sales, and expenditures. Students will use practice scenarios and complete basic procedures covering topics such as analyzing transactions, creating journal entries, using a general ledger, creating closing/adjusting entries, and financial reporting.

Computerized Accounting & Bookkeeping Using QuickBooks 2010 (CAR 722 30) – In this course, students will develop a working familiarity of QuickBooks 2010. This course provides hands-on experience performing common business transactions and will cover topics including the sales process, banking transactions, vendors and managing expenses, and running bank reconciliations and reports.

For more information about this or other MCC Community Education & Career Training programs, visit <https://www.middlesex.mass.edu/careertraining/> or call 1-800-818-3434.

Middlesex Community College meets the evolving educational, civic and workforce needs of our local and global communities. As one of the largest, most comprehensive community colleges in the state, we educate more than 13,000 students annually on our campuses in Bedford and Lowell, and online. MCC offers more than 70 degree and certificate programs, plus hundreds of noncredit courses. At Middlesex, everyone teaches, everyone learns.