

Accounting Certificate

Please note: This will not qualify you to become a CPA (Certified Public Accountant).

CTF 50 Accounting Fundamentals (T) \$325
MonWed 6:45-9:45pm
Oct 2-Dec 18 OR
Sat 9am-3:30pm
Oct 5-Dec 14

You will learn the recording process, complete the entire accounting cycle from analyzing and recording activities through closing procedures, and use the accountant's worksheet for the preparation of financial statements for service businesses.

CTF 500 Accounting Fundamentals Online (T) \$325
MonWed
Oct 2-Dec 18
See description above

Prerequisite: Must have access to a computer and internet.

CTF 51 QuickBooks Pro™ for Accountants (T) \$325
TueThur 6:45-9:45pm
Oct 3-Dec 17

Learn the basics of creating sales and invoices, setting up payroll accounts, performing end-of-month duties, and preparing reports.

Prerequisite: CTF50 or CTF500

Note: It is recommended that students bring a Flash Drive or other portable data transport device.

CTF 52 Tax Preparer - Hybrid (T) \$325
MonWed 6:45-9:45pm
Oct 2-Dec 18

Learn how to prepare individual federal income taxes, including 1040EZ, 1040A, and 1040 long form, tax credits, child and dependent care credit, credit for the elderly, IRAs, pension income, and NY State/ NY City tax items with the use of Turbo Tax™ software.

Note: This course will meet in class on Mondays and online on Wednesdays. Instructor will orient students to the online portal in class. It is recommended that students bring a Flash Drive or other portable data transport device.

All course titles with a (T) require a textbook.