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

**CTF 50**
**Accounting Fundamentals (T)**
MonWed 6:40-9:50pm
Jan 17-Mar 28 OR
Sat 9am-3:30pm
Jan 20-Mar 24

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 50O**
**Accounting Fundamentals Online (T) NEW!**
MonWed
Jan 17-Mar 28

*See description above*

**Prerequisite: Must have access to a computer and internet.**

**CTF 51**
**QuickBooks Pro™ for Accountants (T)**
TueThur 6:45-9:45pm
Jan 23-Mar 29

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

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

**CTF 52**
**Tax Preparer (T)**
MonWed 6:40-9:50pm
Jan 17-Mar 28

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

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