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## Accounting Certificate

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**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  
April 6-June 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 51 QuickBooks Pro™  
for Accountants (T)* \$325  
TueThur 6:45-9:45pm  
April 7-June 23

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

**Prerequisite: CTF50 or CTF50O**

**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  
April 6-June 24

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.**