

# Accounts Payable/Accounts Receivable (APAR) Certificate

with QuickBooks Pro Certification

## ENROLLING NOW

Next Session Starts: [March 22, 2021](#)

→ *Do you dream of owning your own business?* ←  
→ *Are you interested in a degree in business administration?* ←

Take advantage of this 5-month free, industry-recognized, education and certification training program in APAR at  
**Quinsigamond Community College**

Open to adults enrolled in a HiSET/GED Preparation program and adult learners who have a high school diploma or equivalency certification with no college credits\*

### FREE

- Books
- 15 college credits and certificate (see next page for more details)
- Industry recognized training
- QuickBooks Pro Certification Exam



### PROGRAM SCHEDULE

March 22 – May 11 (Spring II) – M-Th/ times TBD

May 17 – July 2 (Summer I) – M-Th / times TBD

July – August (Summer II) – M-Th/ time TBD

For more details, contact the  
Adult Community Learning Center  
@ Quinsigamond Community College:  
Phone – 508-751-7926

#### Staff:

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Accepting applications by February 22- [I am Interested](#)

\* For students without a High School diploma or equivalency, the Accounts Payable/Accounts Receivable college certificate will be conferred if diploma, GED, or HiSET is attained by **DECEMBER 2021**



## **Accounts Payable/Accounts Receivable (APAR)**

### **Certificate with QuickBooks Pro Certification**

[I am Interested](#)

#### **This 15 college credit program consists of 5 classes:**

**CIS 111: Introduction to Microcomputer Applications *Spring II***

This course provides an overview of common business office technology usage, including operating systems functions, Internet technologies, and productivity suites. The course focuses on basic working knowledge and hands-on experiences in word processing, spreadsheet processing, relational database processing, and presentation software. This course is the first of two in a series to assist students in preparation of the Microsoft Office Specialist (MOS) certification exam.

**FYE 101: First Year Experience *Spring II***

First year students who want success and direction in their college experience gain practical skills that are directly applied to selection of a college major and future career paths. Students gain effective learning strategies and information on how to navigate and use college procedures and resources. This course emphasizes self-discovery, the workplace, life decisions, and career/future planning within a multicultural framework. Students explore psychological theories and apply those theories to their own personal situations to formulate career/life plans. Students identify their abilities and explore their values, interests, motives, motivations, behaviors, personalities, and interaction styles. Students acquire and develop skills for career planning, job searching and understanding job satisfaction. Students develop an e-portfolio that integrates information developed through the self-assessment and career development process

**ACC 101: Financial Accounting I *Summer I***

This course focuses on the relationships between business activities and events and the impact they have on financial statements from a preparer perspective. Students study financial transactions for both service and merchandising businesses and relate the transactions to a company's assets, liabilities, owners' equity, revenues, and expenses. Areas of study include the basic accounting model, the process of the accounting cycle, accounting principles and terminology, financial statement preparation, analytics, and computerized accounting applications.

**MGT 101: Introduction to Business *Summer I***

This course provides a broad overview of the business world. Students learn to apply basic business concepts and principles to a variety of business situations. Topics include business terminology, the legal forms of business organizations, the impact of the economy on business, and the basic functions of management including marketing, banking and financing, accounting, and technology.

**ACC 231: Computerized Accounting *Summer II***

This course focuses on understanding accounting through a mastery of general ledger software applications, using industry-standard software. Students set up and maintain a computerized accounting records system by recording the transactions necessary to operate a service and merchandising business. The course covers the areas of cash, accounts receivable, accounts payable, and payroll transactions. Students learn how to create these transactions on a computer and how to understand and interpret the resulting financial reports. QuickBooks certification exam will be offered at the end of the semester.