

# Accounting Assistant

The Accounting Assistant Certificate Program prepares you for roles such as Accounting Secretary, Assistant Bookkeeper, Collection Specialist and Accounting Clerk. Course study includes basic computer skills, customer service, business math, and business English, Microsoft Office and Accounting.

**Program Length: 45 weeks**

**Weekly Hours: 2hr, 4hr or 6hr options**

**Instruction: In Person**

Class & Book	Tuition	Book
<p><b>Computer Concepts (3 weeks)</b>            Are you new to the computer world or need a review? We make it easy to learn how to use computers. You will be introduced to basic computer tasks, including working with Windows, navigating the web, both desktops and cloud-based file management, and learning basic word processing. No prerequisites.</p>	\$75.00	X
<p><b>Welcome to Computer Basics: Windows 11 Edition</b>            ISBN: 9781640615229</p>	X	\$50.00
<p><b>Outlook (2 weeks)</b>            Learn to communicate more efficiently with Outlook. This class teaches essential skills; working with email, organizing contacts, managing folders and calendars, and web/cloud/mobile-based integration. Prerequisites: Basic computer skills.</p>	\$50.00	X
<p><b>FastCourse Microsoft Outlook 2021 &amp; 365</b>            ISBN: 9781640615045</p>	X	\$30.00
<p><b>Customer Relations (3 weeks)</b>            This newly updated course will cover many of the “Top 10” most required customer service skills for all industry segments. Today’s employers realize that these essential skills can often be more important indicators of an employee’s success, even more than their ability to use a computer or other equipment. Topics will include communication, adaptability, self-awareness, collaboration, empathy, resilience, and much more.</p>	\$75.00	X
<p><b>New World of Work</b>  <i>print</i></p>	X	\$15.00
<p><b>Business Math (5 weeks)</b>            Build a solid foundation in the fundamentals of math for success in the workplace and daily living. Increase your confidence with fractions, percentages, decimals, and more. This class offers practical, real-world uses for mathematics and provides excellent preparation for career placement.</p>	\$125.00	X
<p><b>Schaum’s Outline of Basic Business Math</b>  <i>print</i></p>	X	\$35.00

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<p><b>Business English (5 weeks)</b></p> <p>This course offers the reading comprehension, grammar, spelling, and punctuation expertise you need to succeed in the workplace. Brush up on your oral and written communication skills essential for career advancement in today's business environment.</p>	\$125.00	X
<p><b>Business English 13e</b> ISBN: 9780357033784</p>	X	\$185.00
<p><b>Word: Beginning to Intermediate (5 weeks)</b></p> <p>This course will have you working like a pro with many of the features of MS Word. You will begin with an essential document and learn to apply formatting, fonts, styles, and color. Next, tables, mail merge, collaboration, and document tracking will round out your new skills. Prerequisite: Basic computer skills and type 25 WPM.</p>	\$125.00	X
<p><b>Microsoft Word 2021 &amp; 365 Comprehensive</b> ISBN: 9781640614239</p>	X	\$130.00
<p><b>Excel: Beginning to Intermediate (5 weeks)</b></p> <p>In this course, you will create spreadsheets, apply formatting, and enter formulas in no time. Next, you will move on to applying themes, working with borders, fonts, and enhancing your worksheet for a professional-looking workbook. Prerequisites: Basic computer skills.</p>	\$125.00	X
<p><b>Excel: Intermediate to Advanced (5 weeks)</b></p> <p>This course is a continuation of Excel Beginning through Intermediate, where you will move on to learn macros, pivot tables, data analysis, and work with tables. You will gain the knowledge to stand out in the office or job market. Prerequisites: Basic computer skills and Excel B/I .</p>	\$125.00	X
<p><b>Microsoft Excel 2021 &amp; 365 Comprehensive</b> ISBN: 9781640614024</p>	X	\$130.00
<p><b>Accounting I (10 weeks)</b></p> <p>This series consists of three classes, Accounting I, II, III. Accounting I and II are instructor-led classes and Accounting III, you will work independently with instructor support. Each class covers terms, concepts, applications of a double-entry accounting system and how to apply basic rules of generally accepted accounting principles. Students learn to deal effectively with assets, liabilities, and equity accounts in Accounting I, then continue learning more advanced accounting procedures like payroll and depreciation in Accounting II and III. Prerequisite: Workplace Math</p>	\$125.00	X

REFUND POLICY: Refunds will ONLY be given if the class is cancelled by the Liberty Adult Education (LAE). If a class is cancelled due to insufficient enrollment, a full refund will be given. If you are unable to attend a class, you must notify LAE 48 hours in advance to receive a refund. Please select your classes carefully as there are no refunds after the first class meeting if you were in attendance or not. No refunds for books or supplies

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<p><b>Accounting II (10 weeks)</b></p> <p>This series consists of three classes, Accounting I, II, III. Accounting I and II are instructor-led classes and Accounting III, you will work independently with instructor support. Each class covers terms, concepts, applications of a double-entry accounting system and how to apply basic rules of generally accepted accounting principles. Students learn to deal effectively with assets, liabilities, and equity accounts in Accounting I, then continue learning more advanced accounting procedures like payroll and depreciation in Accounting II and III.</p> <p>Prerequisite: Accounting I</p>	<p><b>\$125.00</b></p>	<p><b>X</b></p>
<p><b>Century 21 Accounting</b> ISBN: 9781337623124</p>	<p><b>X</b></p>	<p><b>\$120.00</b></p>
<p><b>MindTap for Century 21 Accounting</b> ISBN: 9780357028032</p>	<p><b>X</b></p>	<p><b>\$40.00</b></p>
<p><b>QuickBooks Level 1 (10 weeks)</b></p> <p>The instructor-led course will provide essential Coverage of QuickBooks Online for employees, company owners, accountants, and others who wish to use the software for their small-business accounting needs effectively. In Chapters 1-6, learners are introduced to QuickBooks Online and the basic file management tasks necessary for mastering the essentials. Among others, introductory topics covered include deciding which QuickBooks Online level is best for your business, customizing the company settings, setting up customers and subcustomers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts. Prerequisites: Accounting I or equivalent experience.</p>	<p><b>\$125.00</b></p>	<p><b>X</b></p>
<p><b>QuickBooks Online: Comprehensive, 2025-2026</b> ISBN: 9781640616028</p>	<p><b>X</b></p>	<p><b>\$160.00</b></p>
<p><b>Keyboarding (5 weeks)</b></p> <p>Learn keyboarding basics on a computerized tutorial and progress to speed and accuracy drills. This class will help the student to achieve the proper techniques for keyboarding competency. Keyboard folder required. 5-week class. (Students may need to repeat class depending on typing speed.)</p>	<p><b>\$125.00</b></p>	<p><b>X</b></p>
<p><b>Keyboarding Folder</b> Print</p>	<p><b>X</b></p>	<p><b>\$10.00</b></p>
<p><b>Ten Key (5 weeks)</b></p> <p>Learn the proper operation of the ten-key calculator effectively without looking at the keys. Improve skill and speed through timed drills.</p>	<p><b>\$125.00</b></p>	<p><b>X</b></p>
<p><b>Touch Operation Electric Calculator (10-key)</b> Print</p>	<p><b>X</b></p>	<p><b>\$30.00</b></p>

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Totals for Class, Books, & Fees	Tuition	Books & Fees
<i>USB Drive</i>		\$15.00
<i>Registration Fee</i>		\$250.00
<b>Tuition &amp; Book Total:</b>	\$1,500.00	\$935.00
<b>Program Total:</b>	\$2,700.00	

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