



Fast-Track Accounting Certificate

Continuing Education & Customized Training

Five Easy Registration Options

Online: century.augusoft.net

Phone: 651.779.3341

Fax: 651.779.5802

Mail to: Century College, CECT Dept.
3300 Century Avenue North
White Bear Lake, MN 55110

In Person: East Campus
Mon–Thu 8 am–7 pm
Fri 8 am–4 pm

Questions?

Contact **Joan Peterson**,
at joan.peterson@century.edu
or **651.773.1743**.

These programs can also be brought to your business or organization! Call Joan for more details.



Hiring within the financial sector continues to be among the strongest areas of job growth in the nation. A recent report by the Bureau of Labor Statistics indicates that the accounting field will grow an estimated 19.5 percent by the year 2012.

Our Fast-Track Accounting Certificate Program provides a working understanding of accounting principles and financial reporting practices. Gain the knowledge necessary to enter this field and acquire concrete, accounting management skills. The courses are offered to serve the needs of working professionals.

Who should attend:

- Anyone wanting to understand modern accounting principles and practices
- Individuals seeking new job skills for entry level accounting positions
- Individuals with accounting experience but no degree, seeking some credential for job placement or advancement

- Non-financial managers (marketing, advertising, public sector, nonprofit employees and board members of non-profits) seeking to better understand the financial reporting they provide and receive
- Employees responsible for accounting functions who want to acquire specific knowledge of individual accounting subjects
- Individuals who need to understand how to meet financial accountability standards

TAKE 3 AND SAVE \$69!*

Enroll in all 3 Accounting classes
at the same time and
save **10 percent off** the total cost!

**Note: You must enroll in all classes within a season, e.g. fall, winter, or spring sessions.*

Basic Accounting

Learn the basics of accounting including the users accounting information and the accounting cycle.

You will learn:

- Debit/credit theory
- Journal entries
- Posting to the ledger
- Adjusting entries
- Trial balance

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Mon, Oct 3, 2011 8:30 am-4:30 pm
 Mon, Jan 30, 2012 8:30 am-4:30 pm
 Mon, May 7, 2012 8:30 am-4:30 pm

Intermediate Accounting

You will be building on basic accounting principles that you learned from the Basic Accounting course. Prerequisite: Basic Accounting course

You will learn how to:

- Prepare financial worksheets
- Understand how financial statements are interrelated
- Prepare income statements
- Prepare statements of earnings
- Prepare balance sheets
- Prepare statements of cash flows

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Mon, Oct 10, 2011 8:30 am-4:30 pm
 Mon, Feb 6, 2012 8:30 am-4:30 pm
 Mon, May 14, 2012 8:30 am-4:30 pm

Advanced Accounting

You will take your accounting knowledge to the next level. Prerequisite: Basic and Intermediate Accounting classes.

You will learn how to:

- Learn how to use financial statements to drive better business/agency decisions
- Perform a detailed analysis of local company/agency financial statements, including
 - ratio analysis
 - vertical analysis
 - horizontal analysis

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Mon, Oct 17, 2011 8:30 am-4:30 pm
 Mon, Feb 13, 2012 8:30 am-4:30 pm
 Mon, May 21, 2012 8:30 am-4:30 pm

Participants will be awarded an Accounting Certificate upon completion of all three classes.

Fast-Track Accounting Certificate Registration Form

Please fill out all information completely. Date of birth **or** social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Name _____ Date of Birth ____/____/____ Home Phone (____) _____

Home Address _____ City _____ State _____ Zip _____

Social Security # _____ - _____ - _____ ___ Male ___ Female

Business Name _____ Business Phone (____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address _____

Course Name	Course Date	Course Fee
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		Total Course Fees: \$ _____

PAYMENT INFORMATION

- Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College.)
- Business purchase order attached
- Please charge to my: ___ VISA ___ MasterCard ___ Discover Account # _____ - _____ - _____ - _____

Cardholder's Name _____ Exp. Date ____/____/____

Century College, Continuing Education and Customized Training, 3300 Century Avenue N., White Bear Lake, MN 55110 T 651.779.3341 • F 651.779.5802

Century College is a member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228.1978 x 3354 or Minnesota Relay Service at 1.800.627.3529.