

BOOKKEEPING CERTIFICATION



NBA

National Bookkeepers Association

Course Description:

The Bookkeeping certification is accredited through the National Bookkeepers Association, the nation's leading accrediting body for the Bookkeeping professional. In this course, participants will receive instruction in the analysis of business transactions, utilization of T-accounts, understanding general journals, general ledgers, worksheet adjustments, closing entries, post-closing trial balances, accounting for sales, receivables, payables, cash payments, cash receipts, payroll computations, accruals, deferrals and financial statements. Participants may be required to demonstrate completion of High School or Equivalent education OR demonstrate previous or current experience in bookkeeping.



Course Length:

42 Hours

Course Instruction Method:

Classroom instruction with web-based instruction integration.

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