

*Enhance your skills  
Change your career direction  
Add to your expertise*



**VISIT [WWW.CLN.IUPUI.EDU](http://WWW.CLN.IUPUI.EDU)  
AND CLICK THE COURSE CATALOG.**

### *About IUPUI*

Indiana University – Purdue University Indianapolis (IUPUI) is Indiana's most comprehensive university campus. IUPUI was formed in 1969, but several programs have provided Central Indiana with quality education and services for much of the century. IUPUI is a premier urban institution and offers students courses year round at times during days, evenings and weekends that meet the demanding schedules of adult learners.



WHERE **IMPACT** IS MADE

### *About Community Learning Network*

The IUPUI Community Learning Network provides hundreds of continuing education classes and serves over 7,000 learners annually in Central Indiana with more than 15 certificate programs.

#### *Continuing Education Programs*

#### **IUPUI COMMUNITY LEARNING NETWORK**

620 Union Drive, Room 142

Indianapolis, IN 46202

Phone: (317) 278-7600

Fax: (317) 274-2638

Online: [www.cln.iupui.edu](http://www.cln.iupui.edu)

*For information about additional certificate programs,  
please visit us online or call our offices.*

**IUPUI | COMMUNITY  
LEARNING NETWORK**

INDIANA UNIVERSITY-PURDUE UNIVERSITY  
INDIANAPOLIS

## **Accounting**

*Certificate Program*



**YOUR LIFELONG  
LEARNING CONNECTION**

**IUPUI | COMMUNITY  
LEARNING NETWORK**

INDIANA UNIVERSITY-PURDUE UNIVERSITY  
INDIANAPOLIS

# Accounting

The Accounting Certificate Program is designed to provide job-oriented noncredit education for those wanting to improve their present knowledge, or individuals seeking vocational preparation in this field. Individuals completing this program will have a basic understanding of accounting and general skills that are valued in any business environment.

## *Core Courses*

Learners are required to complete the following five (5) core courses plus one (1) additional course listed in either the Business or Computer sections of the catalog. *Refer to certificate #CERT99P07.*



## *Fees and Enrollment*

The one-time Certificate Program Fee of \$35.00 is due upon registration. Learner must pay individual course fees or additional fees listed during website registration.

*Refer to course numbers listed in the catalog.*

## **ACCOUNTING PRINCIPLES I**

Learn the fundamentals of accounting in this short over-view course. If you handle the books for your company or just want to review the basics, you can gain the essential understanding of topics including the business accounting cycle, recording entries in ledgers, preparing journals and financial statements. You will also walk away with skills to interpret the financial data you collect.

## **ACCOUNTING PRINCIPLES II**

If you have completed Accounting Principles I or have a basic knowledge of accounting, this course is for you. Topics include notes payable and receivable, inventories and plant assets, accounting for partnerships and corporations, analysis of financial statements and statements of change in financial position, and departmental and manufacturing accounting.

## **EXCEL SPREADSHEET OR INTRO TO EXCEL**

Excel is one of the most popular spreadsheet programs around. This class will give you the tools you need to create, edit, format and print accounting spreadsheets.

*PREREQUISITES: Accounting Principles I*

## *Certificate Requirements*

Learners must attend a minimum of 75% of class sessions for each individual class. Learners will receive Continuing Education Unit certificates after the successful completion of each class. Final certificate will be awarded to learners in good standing *only* after completion of all classes.

## **COST ACCOUNTING**

Learn how to record, summarize and report cost information. Topics include concepts of cost centers, job order and process cost systems, how cost information is used to make business decisions, and much more.

## **PAYROLL ACCOUNTING**

This course provides instruction regarding calculating and remitting various federal, state, and local payroll-related tax, IRS, individual reporting requirements, FICA deductions, and state and federal unemployment taxes. Procedures and records necessary to maintain accurate payroll records are included.

**VISIT [WWW.CLN.IUPUI.EDU](http://WWW.CLN.IUPUI.EDU)  
AND CLICK THE COURSE CATALOG  
TO ENROLL.**

