

Accounting & Payroll/Paralegal

Financial Reports: Understanding Debits and Credits

This course will focus on the vital tools of decision making for companies — financial reports. In this class, we will explore the accounting equation; accounting terms and concepts; the types of financial reports; and accounting processes. Specific topics will include cash accounting, accruals, allocations, prepaids, receivables, depreciation, amortization, inventory, and reserves. In addition, we will review how transactions are entered into financial records; balance sheets, income statements, and month-end closings. .8 CEU

Cost: \$69
CE.ACC 010-51
4 sessions

Blackwood Location
4/27 – 5/6
M, W, 7-9 p.m.

Quickbooks 2008

Please see course description under Computer Training section for dates and times.

Accounting Fundamentals

Online training course — see the Online section in this brochure for more information.

Certified Bookkeeper Career Program

Online training course — see the Online section in this brochure for more information.

PayTrain College and University Programs

American Payroll Association and Camden County College are proud to offer the new PayTrain series of payroll courses. As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with the changing regulations and procedures. Staying current is not only important to your company's bottom line but also to your continued professional development.

The PayTrain College and University Program is comprised of two professional courses designed for all levels of payroll administration — PayTrain Fundamentals and PayTrain Mastery. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exams, or are just new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

PayTrain Fundamentals

PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. 3.0 CEU

These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.

Topics covered in PayTrain Fundamentals include:

- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- Payroll benefits basics
- Tax reporting
- Payroll accounting
- Professional administration

Cost: \$575
CE.ACC 004-51
10 sessions

Blackwood Location
5/5 – 7/7
T, 6:30-9:30 p.m.

Certified Bookkeeper Program

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential. Individuals possessing this credential earn the right to put "CB" after their name and will advance their careers and assure the maximum compensation for their skills. Certification distinguishes you from other bookkeepers because it proves that you can handle all of the books through the adjusted trial balance for a company of up to 100 employees or even 200 employees. To obtain certification, individuals must have at least 2 years of bookkeeping experience, pass the required examinations, and adhere to the AIPB code of ethics.

This program focuses on preparing you for the exams by helping you master the content knowledge needed for the certification and credential. Specific areas covered are:

- Adjusting entries
- Correction of Accounting errors including bank reconciliation
- Book and tax depreciation
- Payroll
- Inventory

In addition to completing the coursework, students must arrange to take the exams to obtain the credential. Instruction will be given on when and where the exams can be taken. Before undertaking this program, students should have experience in bookkeeping and the necessary accounting course experience. This course assumes a solid background and does not teach basic bookkeeping skills.

Blackwood Location

Cost: \$645 (tuition \$520; textbook and materials \$125)
CE.ACC 011-51 **5/13 – 7/29**
12 sessions **W, 6:30-9:30 p.m.**

Certificate in Paralegal Studies

This specialized six-course training certificate program is now available through our online program of study. Courses include Legal terminology, legal documents and analysis, evidence, legal interviewing, and investigation, legal authority and research, legal writing, and law office administration. Please see the online course and program page in this brochure for more details.