



News Release

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Hofstra University Continuing Education Offers New Daytime Bookkeeping Certificate Program

Hofstra University, Hempstead, NY – Hofstra University Continuing Education announces a new Bookkeeping Certificate Program that will be offered from 10 a.m. to 2 p.m. weekdays to accommodate stay-at-home parents, retirees, self-employed workers, or individuals who are seeking employment. Four courses are required to earn the certificate, and courses may also be taken on an individual basis. The courses are appropriate for individuals seeking to improve their bookkeeping skills for career advancement, volunteer work, or management of household finances. To register or for more information, visit ce.hofstra.edu or call (516) 463-7800.

Bookkeeping I begins **March 2** and introduces the principles of double-entry bookkeeping. Students learn the basics of preparing financial statements, how to analyze business transactions, work with a general ledger, and prepare end-of-period worksheets and financial statements and adjusting and closing entries.

Bookkeeping II begins **March 23** and continues the study of bookkeeping. Emphasis is placed on specialized journals and ledgers. Other topics include payroll accounting; gross pay; employee deductions, employer's taxes, and net pay through the payroll register's journal entries; and income tax, Social Security tax, FICA and unemployment.

Computerized Accounting Using QuickBooks begins **May 4**. Through hands-on training, students learn how to create a QuickBooks company and modify the preset chart of accounts to suit individual needs. They also acquire skills in the many features that automate accounting functions, such as reconciliation of checking accounts, tracking credit card transactions, invoicing customers, receiving payments and making bank deposits, writing checks and assigning amounts to specific expense accounts, paying bills, setting up inventory, tracking, and paying sales tax.

Excel for Accounting begins **May 18** and introduces students to the tools used to customize reports in Excel. Topics include absolute vs. relative cell referencing, linking worksheets, database features, financial functions, creating charts and interfacing reports with QuickBooks.

[Hofstra University Continuing Education](#) offers a broad range of workshops, seminars, conferences, lectures, events and courses in business, technology, adult education, and community learning.

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