

WINDHAM SOLUTIONS

Education Workshops in:
Accounting & Taxation, Business, and Financial Crimes.

This Certificate of Achievement verifies that:

Rica Glover-Hudson

Has successfully completed:

Accounting Systems

Completion Date:

November 08, 2021

Study Hours:

85 Contact Hours

Student identity has been verified. To qualify for this Certificate of Achievement, the student has attended a minimum of 70% of class meetings and has adhered to a Code of Conduct and Ethics.

Contact Hours are based on the AICPA and IRS C(P)E 50-minute contact hours. Their guidelines are industry standard guidelines used for calculating contact hours.

This certificate may be digitally authenticated at:
<https://www.stevewindham.com/workshops-classes/authenticate/ricaglover-hudson/>

Topics covered in this course include:

- Accounting Best Practices,
- Accounting Careers,
- Accounting Ethics,
- Fill out or complete all documents and records based on instructions and flowcharts,
- Use the transactions data to prepare entries in appropriate journals and individual postings to the subsidiary ledgers,
- Perform internal control procedures indicated on the flowcharts,
- Prepare adjusting entries in the general journal and post journals to general and subsidiary ledgers,
- Prepare an income statement, balance sheet, and statement of cash flows,
- Prepare a bank reconciliation,
- Prepare a monthly accounts receivable statement,
- Prepare an aged trial balance of accounts receivable,
- Prepare a trial balance of accounts payable,
- Prepare a trial balance of fixed assets,
- File all completed Systems Understanding Aid documents and records as indicated in the flowcharts, and
- Use Excel-based software preparation of worksheet and financial statements

The textbook and working papers utilized for instruction for this course is, "Systems Understanding Aid, 10th Edition" by Arens and Ward.

Steve M. Windham, LLM, MBA, EA
Instructor & Director of Windham Solutions Education Workshops
California Adult Education Teaching Credential: 140145652
California Career Technical Education Teaching Credential: 160173536
Department of the Treasury, Internal Revenue Service, Enrolled Agent: 91088

Legal Notice and Disclaimer: This course is neither offered as a registered/ accredited continuing education course, nor as an otherwise accredited course. Transferability is not guaranteed, and must be determined by the agency or institution where credit is desired. Steve M. Windham, dba Windham Solutions is not an accredited education institution; however, Steve M. Windham's is a credentialed educator and licensed Enrolled Agent. Steve M. Windham's teaching credentials may be verified with the California Commission on Teacher Credentialing, and his Enrolled Agent Credential may be verified with the Internal Revenue Service, Office of Professional Responsibility.

For more information, please visit: www.windhamsolutions.com.