Universal Accounting Center Online Course FAQs

Who should take this program? Our course is designed specifically to help you learn accounting concepts, regardless of your background. This course has benefited those that do not have any experience in the accounting field as well as degreed accountants and CPAs. This training is to focus on small business accounting and bookkeeping, help develop a thriving career or start a successful home-based business.

What additional materials are required to take the course?

Universal Accounting Center will mail the materials needed to complete the online training, no other materials are needed to complete the online Professional Bookkeeper program.

What pre-requisites are required? There are no current prerequisites to attend our online Professional Bookkeeper program.

How long does it take to complete the course?

That depends on the student. A student should expect to spend 60 hours taking the course, but can be completed at his/her own pace over the course of 12 months.

Is there a test and a graduation certificate?

Upon completion of the course, you will be instructed to take a test from your Universal Accounting Center student portal. Upon successful completion you will receive in the mail a certificate of completion.

Are there any technology requirements for the online training? It is required to have high speed internet connection, sound capabilities (speaker or headphones), valid email address, and either Internet Explorer or Mozilla Firefox which will require the Adobe Flash Plug-in.

Can I use my Ipad to use the program? Yes, however you will need the following app in order for it to work.

http://ipad.about.com/od/Productivity-Apps/tp/How-To-Play-Flash-On-The-iPad.htm

How do I register for the course? You can register for the class through the University of Utah, Professional Education department. Once your registration is confirmed you'll be contacted by an Orientation Counselor from Universal Accounting Center via phone and email for online access and further instructions.