

# ACCOUNTING

Learn the current technologies and procedures to prepare you for a career in accounting.

The purpose of this program is to prepare individuals to classify and record numerical data to keep financial records and ledgers and to prepare monthly statements. The following courses and course areas are taught: Information Systems; Mathematics and Electronic Calculator; Workplace Communications; Administrative Office Procedures including Filing, Mail Handling, and Telecommunications; Accounting; Job Readiness and Career Development/Human Relations/Management/Trends and Issues/ Interpersonal Skills; Computer Applications including Operating Systems, Excel, Access, PowerPoint, Word and accounting software.

**SOFTWARE:** Microsoft Office 2003 (Word, Excel, PowerPoint, Access, and Excel Expert) QuickBooks, and other automated accounting software.

## PROGRAM OUTCOMES

After successfully completing this program, the student will be able to perform the following job application activities:

- Apply strategies of basic mathematical operations and concept to the solution of business related problems
- Perform keyboarding activities
- Perform communication activities
- Perform job application activities
- Perform decision-making activities
- Perform accounting activities
- Exhibit positive human relations and leadership skills
- Exhibit employability skills
- Perform technology applications
- Identify global, legal, and financial business concepts
- Perform electronic communication activities
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## REGISTRATION REQUIREMENTS

Students must take the Tests of Adult Basic Education (TABE) prior to entering the program.

## COMPLETION TIME

Program length 900 hours.  
(Approximately nine months)

## CAREER OPPORTUNITIES

This program prepares a student for employment in these areas: Information technology assistant, accounting clerk, bookkeeper, and accounting assistants. Career opportunities available include office positions in specialized areas such as law, medicine, engineering, real estate, government and education as well as employment possibilities in smaller business offices within our community.

## CERTIFICATES/ CERTIFICATIONS

- A certificate is awarded to students who successfully complete the program's competencies and satisfy basic skill requirements in accordance with state guidelines.
- Prepare for industry certifications such as Microsoft Word, Excel, Access, PowerPoint, and Outlook Specialist; Word and Excel Expert; Microsoft Office Master; and IC3.



## SALARY RANGE

\$21,900 - \$34,225 annual salary

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