

Accounting Programs

Accounting Programs



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Little minds are tamed and
subdued by misfortune;
but great minds rise
above them.

— Washington Irving

ACCOUNTING PROGRAMS

ACCOUNTING CLERK

18 WEEKS

ELEMENTS:

- Accounting 1 & 2
- Accounts Payable/Receivable
- Business English
- Business Math
- Computer Business Forms
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Electronic Calculator
- Keyboarding 1
- Record Management
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel

OPTIONAL COURSE ENHANCEMENTS:

Computerized Accounting Simulation
Internet Basics
Payroll Accounting

EMPLOYMENT OPPORTUNITIES:

- Accounts Payable Clerk
- Accounts Receivable Clerk
- Billing Clerk
- Hotel Clerk
- Record Clerk



COURSE INFORMATION:

Record keeping is one of the most important functions of any office, and accurate fiscal records are probably the most critical of all in maintaining a successful business. Accurate and responsible accounting clerks are always in demand. The accounting clerk occupation is found in every industry and is one of the top fifty occupations in California with the largest growth.

Accounting clerks perform such tasks as keeping checking account records, posting ledgers, maintaining stock and inventory control, collections, issuing checks against purchase orders and merchandise received, preparing invoices and bills for payment, processing and filing invoices, checking invoices, bills, etc., for accuracy. Clerks may enter, verify, and recall a variety of information on a computer from various source documents.

The accounting clerk program prepares students to understand and use office technology in order to produce accurate information quickly. Students work with the latest software in a business-like setting, receiving hands-on experience with electronic calculators and computers.

Accounting courses provide instruction in calculating, posting, and verifying financial data and business transactions. Students prepare vouchers, invoices, financial statements, reports, and other documents while learning to use computer spreadsheets and document management. Keyboarding, business English, and business math provide the foundation skills for success.

The Microsoft Windows course provides an introduction to managing computers and organizing files on disks using the Windows operating systems.

ACCOUNTING SUPPORT CLERK

16 WEEKS

ELEMENTS:

- Accounting 1 Fundamentals
- Accounts Payable/Receivable
- Business Math Intermediate
- Computer Business Forms
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Data Entry 1 Fundamentals
- Data Entry 2
- Electronic Calculator
- Internet Fundamentals
- Keyboarding 1
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Excel, Microsoft Word, Data Entry Activities for Microcomputers

OPTIONAL COURSE ENHANCEMENTS:

- Computer Database
- Computer Spreadsheet/Graphics 2
- Keyboarding 2

EMPLOYMENT OPPORTUNITIES:

- Clerk Typist
- Customer Service Representative
- Data Entry Clerk
- Desk Order Clerk
- General Office Clerk
- Insurance Clerk
- Inventory Control Clerk
- Phone Order Clerk
- Sales Support Clerk
- Word Processor

COURSE INFORMATION:

The Accounting Support Clerk curriculum is designed for people with little or no prior computer experience. It is for people who are interested in learning what computers can do and how to operate and access various software applications that require data entry.

Subjects covered include computer operating systems, keyboarding, electronic calculator, data entry, word processing, and computer spreadsheets.

Accounting projects include accounts receivable, accounts payable, payroll, census survey, auto insurance application, and driver's license applications. Students will be introduced to fundamental accounting principles and concepts.

Upon completion of the required courses, students will be proficient in gathering data, entering data using specified procedures, and interpreting output received from the computer during processing.



ACCOUNTING PROGRAMS

COMPUTERIZED FINANCIAL ACCOUNTING

26 WEEKS

ELEMENTS:

- Accounting 1 & 2
- Business English
- Business Math and Banking Concepts
- Computerized Accounting Simulation
- Computer Database Fundamentals
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1 & 2
- Electronic Calculator
- Keyboarding 1
- Payroll Accounting
- Payroll Simulation
- QuickBooks Pro
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Automated Accounting, QuickBooks Pro

OPTIONAL COURSE ENHANCEMENTS:

Accounting 3
Computer Database Enhancements
Internet Basics

COURSE INFORMATION:

The backbone of any corporate business office is the budgeting and accounting department. The computer brings the key elements of speed and accuracy together.

Computerized accounting students learn accounting theory, proper keyboarding/electronic calculator techniques, and payroll procedures. Spreadsheet, database, and word-processing concepts are incorporated in the computer accounting curriculum along with the computer operating system.

Each student completes several business simulations covering general ledgers, accounts receivable, accounts payable, and payroll. At the end of the simulations, the student will have completed the entire accounting cycle on the computer, including creating a chart of accounts, analyzing and entering journal transactions, preparing adjusting entries, and preparing a trial balance. Students will prepare an income statement, balance sheet, and owner's equity statement. The latest software also offers integration with other applications by importing spreadsheets and word documents via copy and paste capabilities.

Students may prepare to take the Microsoft Excel MOS Certification Exam.

EMPLOYMENT OPPORTUNITIES:

- Accounts Payable Clerk
- Accounts Receivable Clerk
- Data Entry Clerk
- Desk Order Clerk
- Full-Charge Bookkeeper
- Insurance Clerk
- Inventory Control Clerk
- Phone Order Clerk
- Sales Support Clerk



COMPUTERIZED FINANCIAL ACCOUNTING (FAST TRACK)

16 WEEKS

PREREQUISITES: Math test, proficiency in keyboarding

ELEMENTS:

- Accounting 1 & 2
- Business Math and Banking Concepts
- Computer Accounting Simulation
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1 & 2
- Electronic Calculator
- Keyboarding Review
- QuickBooks Pro
- Word Processing Fundamentals

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, QuickBooks Pro, Automated Accounting

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 3
- Computer Database
- Internet Fundamentals
- Payroll Accounting

COURSE INFORMATION:

This Fast Track course is designed for the student who is proficient with keyboarding and can demonstrate basic math skills.

Fast Track computerized financial accounting students will learn accounting theory, electronic calculator techniques, spreadsheets, QuickBooks, and word processing concepts.

Each student completes two business simulations covering general ledgers, accounts receivable, accounts payable, and payroll. At the end of the simulations, the student will have completed the entire accounting cycle on the computer, including creating a chart of accounts, analyzing and entering journal transactions, preparing adjusting entries, and creating a trial balance. Students will prepare an income statement, balance sheet, and owner's equity statement. The latest software also offers integration with other applications by importing spreadsheets and word documents via copy and paste capabilities.

Students may prepare to take the Microsoft Excel MOS Certification Exam.

EMPLOYMENT OPPORTUNITIES:

- Accounts Payable Clerk
- Accounts Receivable Clerk
- Data Entry Clerk
- Desk Order Clerk
- Full-Charge Bookkeeper
- Insurance Clerk
- Inventory Control Clerk
- Phone Order Clerk
- Sales Support Clerk



ACCOUNTING PROGRAMS

DATA ENTRY/INVENTORY TECHNICIAN

19 WEEKS

ELEMENTS:

- Business Math
- Computer Database
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Computerized Inventory
- Data Entry 1 Fundamentals
- Data Entry 2
- Electronic Calculator
- Internet Basics
- Keyboarding 1
- Word Processing 1

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Data Entry Activities for Microcomputers, Internet Explorer.

OPTIONAL COURSE ENHANCEMENTS:

Computer Spreadsheet/Graphics 2
Speed and Accuracy
Word Processing 2

EMPLOYMENT OPPORTUNITIES:

- Clerk Typist
- Customer Service Representative
- Data Entry Clerk
- Desk Order Clerk
- General Office Clerk
- Hospital Admitting Clerk
- Insurance Clerk
- Inventory Control Clerk
- Phone Order Clerk
- Sales Support Clerk

COURSE INFORMATION:

The Data Entry/Inventory Technician curriculum is designed for people with little or no prior experience on the computer. It is for people who are interested in learning what computers can do and how to operate and access various software applications, including data entry, with a focus on inventory control techniques.

Subjects covered include computer operating systems, keyboarding, electronic calculator, data entry, word processing, and computer spreadsheets. A special module covering computer inventory teaches students to maintain records of the value and quantity of materials, equipment, merchandise and supplies.

Upon completion of the required courses, the student will be proficient in gathering and entering data, specifying procedures, and interpreting output received from the computer during processing to ensure reliable data entry.



PAYROLL TECHNICIAN

16 WEEKS

ELEMENTS:

- Accounting 1
- Accounting 2
- Business Math
- Computer Database Fundamentals
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computerized Accounting Simulation
- Electronic Calculator
- Keyboarding Review
- Payroll Accounting
- QuickBooks Pro
- QuickBooks Pro Payroll Simulation
- Word Processing Fundamentals

SOFTWARE: Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, QuickBooks Pro, Automated Accounting

OPTIONAL COURSE ENHANCEMENTS:

- Business English
- Computer Business Forms
- Computer Spreadsheet/Graphics 2
- Speed/Accuracy

EMPLOYMENT OPPORTUNITIES:

- Payroll Clerk/Specialist
- Billing Clerk
- Data Entry Clerk
- Accounting Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- General Clerical

COURSE INFORMATION:

Virtually every company that hires employees must have a payroll department. Each student will learn the principles of payroll, from time card editing to preparing weekly, monthly, or semimonthly payrolls on a computerized accounting system.

The Payroll Technician compiles employee payroll data, enters data, reconciles errors, keeps records of employee leave and sick time, calculates withholdings, and may prepare and issue payroll checks. This position may interact with employees, their supervisors, and the accounting department as well as management in any size company.

This program is designed to teach the accounting background, theory, and computer applications most associated with payroll duties in a business or accounting firm environment to a student who has little or no computer knowledge.

Subjects covered include business math, electronic calculator, accounting, QuickBooks Pro, computer payroll accounting, computer operating system, word processing, keyboarding, and accounting simulation.

Upon completion of the program, a student will have the competencies to secure employment in a variety of positions including payroll clerk, accounting clerk, data entry and general clerical. The student will be able to understand primary business accounting functions, use a computer to enter and compile data, and calculate accurate payroll.

