



CLASSROOM INSTRUCTION:

ACCT 1200 Principles of Accounting I
ACCT 1210 Principles of Accounting II
ACCT 2020 Accounting with QuickBooks
ACCT 2030 Payroll Accounting
ACCT 2260 Individual and Business Income Tax

PROGRAM OUTCOMES:

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

PROGRAM LENGTH:

225 hours of related instruction &
1,775 hours of on-the-job learning

CERTIFICATION:

Accounting Certificate

ON-THE-JOB LEARNING COMPETENCIES:

- Verify accuracy of financial or transactional data
- Prepare cash for deposit or disbursement
- Calculate financial data
- Reconcile records of sales or other financial transactions
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Calculate costs of goods or services
- Enter information into databases or software programs

JOB FUNCTIONS:

Operate computers programmed with accounting software to record, store, and analyze information

Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes

Comply with federal, state, and company policies, procedures, and regulations

Operate 10-key calculators and copy machines to perform calculations and produce documents

Receive, record, and bank cash, checks, and vouchers

SKILLS:

Mathematics, Active Listening, Critical Thinking, Reading Comprehension, Speaking, Mathematical Reasoning