Accounting Essentials

Objective: This is a short-term, entry-level program designed to prepare graduates for employment as accounting or bookkeeping assistants, office bookkeepers, payroll clerks, AR/AP clerks, or data entry clerks. The graduate has a variety of accounting, computer, and general office skills to meet the needs of employers. Employable skills, vocationally directed, are in keeping with the mission of the College.

Expected Educational Outcomes: Upon completing the Accounting Essentials program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the year-end financial reporting requirements.
2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).

Diploma awarded upon successful completion of all graduation requirements.

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5
AC160B	Fund. of Accounting IB	25	2.5
AC160C	Fund. of Accounting IC	25	2.5
AC160D	Fund. of Accounting ID	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0
AC16LB	Fund. of Accounting IB Lab	25	1.0
AC16LC	Fund. of Accounting IC Lab	25	1.0
AC16LD	Fund. of Accounting ID Lab	25	1.0
AC170A	Fund. of Accounting IIA	25	2.5
AC17LA	Fund. of Accounting IIA Lab	25	1.0
AC180A	Payroll Accounting	25	1.0
BM141	Math Review	25	1.0
BM142	Business Math	25	2.5
BM143	Financial Math	25	1.0
BM195A	10-Key Keypad	25	1.0
BM195B	10-Key Speed Development	25	1.0
CM050A	Introduction to the Internet	25	1.0
CM100	Computer Literacy	25	2.5
CM127A	Beginning Keyboarding	25	1.0
CM127B	Introduction to Microsoft Word I	25	1.0
CM144A	Beginning MS Word	25	1.0
CM144B	Intermediate MS Word	25	1.0
CM166A	Beginning Excel	25	1.0
CM166B	Intermediate Excel	25	1.0
CM185A	QuickBooks Pro I	25	1.0
CM185B	QuickBooks Pro II	25	1.0
CM192A	Microsoft Office Professional: An Overview of Word & Excel	25	1.0
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0
CM240A	Peachtree I	25	1.0
CM240B	Peachtree II	25	1.0
EN100A	Business English IA - Grammar	25	2.5
EN100B	Business English IB - Grammar	25	2.5
EN200A	Business English IIA - Punctuation	25	2.5
EN200B	Business English IIB - Punctuation	25	2.5
EN300A	Business Correspondence I	25	1.0
EN300B	Business Correspondence II	25	1.0
GB101	Career Transitions	25	2.5
GB132A	Dynamics of the Office Professional	25	2.5
GB132B	Records Management	25	2.5
TY225A	Keyboarding Speed Development I	25	1.0
	Total:	1000	61.0
	Total Weeks/Quarters		
	Daytime:	40/4	
	Evening:	60/4	

Keyboarding Speed Requirement: 40 NWPM