Accounting Specialist Fast Track
Certificate Program

This course is a study of the basic accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process, by calculating, paying, recording and reporting payroll and payroll taxes.

This course presents the basic framework and concepts of accounting in a manual setting. Students will analyze, classify and record business transactions. Upon completion, students will have a fundamental understanding of the accounting cycle. In addition, students will have learned to prepare financial statements and understand their impact on economic decision making and their value to various entities and the public. As well as, comprehend banking procedures, control of cash and the fundamentals of the payroll process.

WHO SHOULD ATTEND
Individuals who want to launch a career in Accounting or Bookkeeping.

PREREQUISITE
High school/GED and proficiency in reading, writing, mathematics, and speak English.

OUTCOMES
Upon successful completion of this course, participants will be able to:
- Understand accounting concepts and procedures
- Analyze and journalize business transactions (Debits and Credits)
- Post to the ledger and prepare the trial balance
- Prepare a worksheet
- Prepare the financial statements from the worksheet
- Post adjusting entries and closing entries
- Prepare a post-closing trial balance
- Understand banking procedures and control of cash
- Calculate pay and payroll taxes
- Pay, record, and report payroll and payroll taxes

Hours: 56 hrs Classroom
Course Fee: $525
Textbook Required

Date: Sept 12 - Nov 14, 2016
Days: Mon & Wed
Time: 6:30pm – 9:30pm
North Campus
CRN 50126

OR

Date: Sept 27 - Nov 17, 2016
Days: Tues & Thurs
Time: 6pm – 9:30pm
Central Campus
CRN 50113

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