SAN JACINTO COLLEGE

CONTINUING & PROFESSIONAL DEVELOPMENT



CAMPUS: Online

Dates Feb 9 – April 8, 2021

Time 6:00pm – 9:30pm

Cost \$640

Hours 56

CEU 5.6

Contact

For more information, please contact:

Martha Mendiola, Sr. Admin. Martha.Mendiola@sjcd.edu

INSTRUCTOR: Annette Williams Annette.Williams@sjcd.edu

ACNT 55035

Business Ops., Supply Chain, Entrepreneurship

Accounting Specialist Fast Track

Prerequisites: High school/GED and proficiency in reading, writing, mathematics, and speaking English.

This course is a study of 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.



The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice Chancellor of Human Resources, 4624 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.