



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.
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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.

INSTRUCTOR:
Annette Williams
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