

# Career Technical Education

## Accounting

### Programs

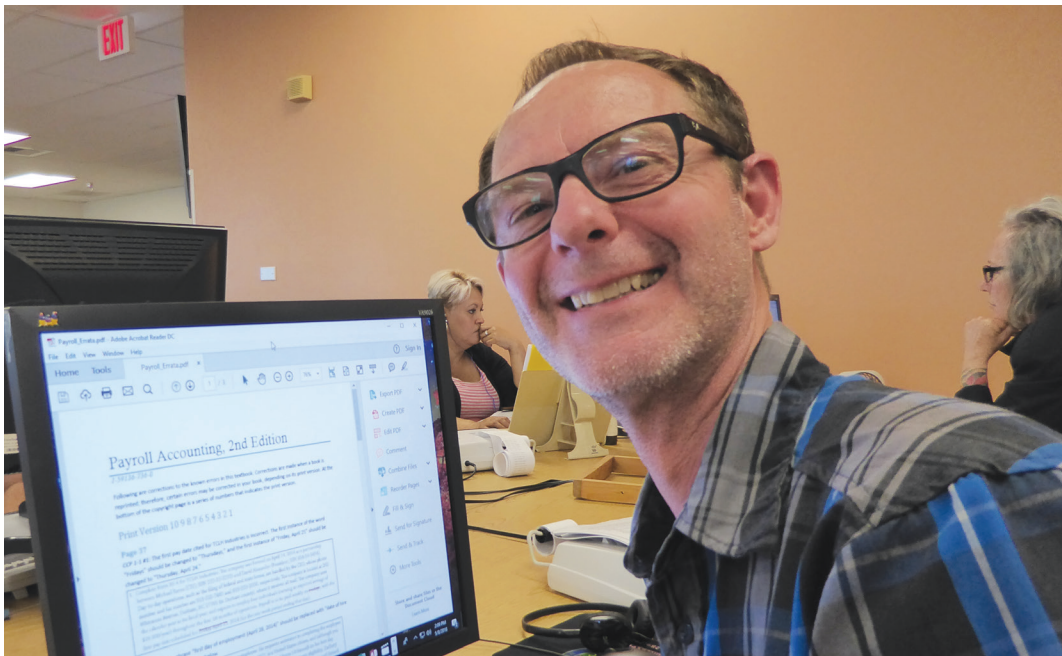
The Ventura Adult and Continuing Education Accounting programs are designed to prepare students for employment in entry-level to full-charge bookkeeping positions in the accounting field. Students learn accepted standards of accounting procedures and develop necessary computer software skills using Windows and the Internet, the Microsoft Office Suite, and QuickBooks. The accounting programs emphasize the importance of active problem solving, producing quality work, communicating effectively, setting goals, and developing job readiness.

There are two programs available in the accounting career track. These include

- Accounting Clerk
- Computerized Financial Accounting

Students completing the accounting programs are fully prepared to successfully transition into the workforce because the training they receive is hands on and specific to the accounting industry. Professional certification is awarded upon successful completion of the program competencies.

Graduates find employment in a variety of accounting positions, including bookkeeping, billing, payroll, and purchasing department jobs.



CBEDS Code 4600 Accounting

## Accounting Clerk



## 18 weeks (630 hours)

### ELEMENTS:

- Accounting 1 and 2
- Business English Basics
- Business Math Applications
- Computer Database Fundamentals
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2 Basics
- Electronic Calculator
- Keyboarding 1
- Payroll Accounting
- QuickBooks Basics
- Word Processing Fundamentals

### OPTIONAL COURSE ENHANCEMENTS:

- Computerized Accounting Simulation

**Software:** Microsoft programs including Windows, Word, Excel, and Access

### EMPLOYMENT OPPORTUNITIES:

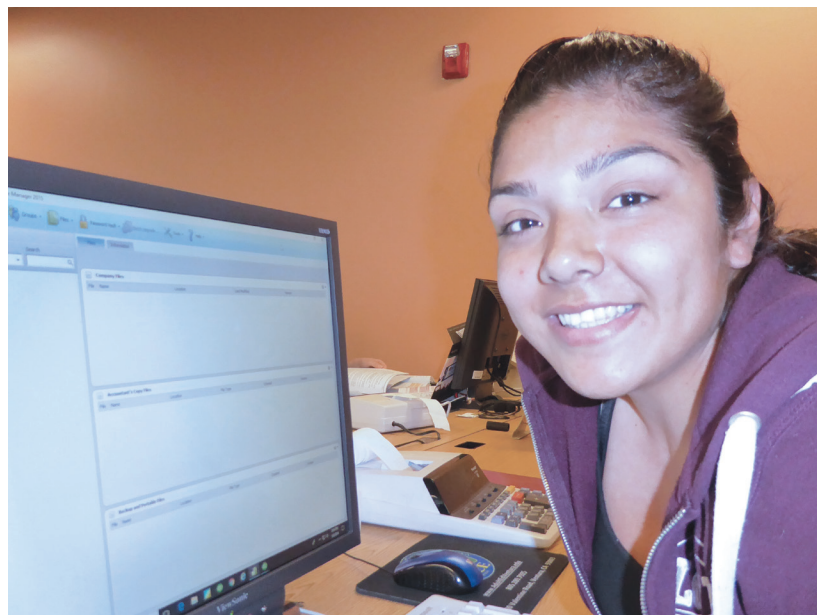
- Accounting Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Billing Clerk
- Payroll Clerk
- Office Assistant

### COURSE INFORMATION:

The Accounting Clerk Program provides training for both new and experienced students, giving them the skills they need to gain entry-level employment in a variety of jobs. This training prepares students to provide detailed accounting and administrative support to professional accountants and other financial management personnel.

Students learn how to prepare and input all types of business documents such as customer invoices, vendor bills and purchasing forms. The program covers twelve classes, including two college-level accounting classes, Microsoft Excel, Word, and Access.

Students learn to reconcile bank records to checking account records, post ledgers, perform collections, issue checks, verify financial data and business transactions, and prepare, and process invoices. Students also learn to use electronic calculators.



For a complete list of program fees, see page 49.

CBEDS Code 4600 Accounting

## Computerized Financial Accounting



26 weeks (910 hours)

### ELEMENTS:

- Accounting 1, 2, and 3
- Business English Basics
- Business Math Applications
- Computer Accounting Sage 50
- Computer Database Fundamentals
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics 1
- Computer Spreadsheet/Graphics 2 Fundamentals
- Electronic Calculator
- Keyboarding 1
- Managerial and Cost Accounting
- Payroll Accounting
- Payroll Simulation
- QuickBooks Basics and Advanced
- Word Processing Fundamentals

### OPTIONAL COURSE ENHANCEMENTS:

- Computer Database Enhancements

**Software:** Microsoft programs including Windows, Word, Excel, and Access; Sage 50 Accounting; QuickBooks

### EMPLOYMENT OPPORTUNITIES:

- Full-charge Bookkeeper
- Accounting Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Office Manager
- Billing Clerk
- Payroll Clerk

### COURSE INFORMATION:

The Computerized Financial Accounting program prepares students for today's extremely competitive job market by providing each student with a well-rounded accounting skill set. This course includes the skills learned in the Accounting Clerk program, and adds more advanced functions and responsibilities to the basic skills.

Students gain the knowledge needed to become full-charge bookkeepers, including preparing and analyzing financial statements. Students achieve these skills by completing three college-level financial accounting courses, one college-level managerial accounting course that includes cost accounting basics, a payroll accounting course, and then applying this knowledge through numerous projects using both Sage 50 Accounting software and QuickBooks, and by completing a payroll simulation which includes quarterly and annual federal and state returns.

Additionally, students complete formal bank reconciliations, make accrual accounting entries, perform closing and reverse entries, prepare nine financial statements, and perform managerial analysis of results.



For a complete list of program fees, see page 49