CALIFORNIA COLLEGE OF BUSINESS, SCIENCE AND TECHNOLOGY

Accounting

Course Description:

This course introduces to the integrated computerized accounting system. Students participating in this course will learn essential computer, accounting, and professional skills. They will gain in-depth knowledge of accounting software applications, word processing and spreadsheets. Upon completion, students will be able to establish company records; maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation and basic payroll features; and create financial statements. During the program students will learn the framework for developing the skills and knowledge needed in an increasingly dynamic office environment with little or no supervision. The objective of this program is to help the student develop skills and competencies needed. For increased interpersonal, organizational, administrative, Bookkeeping, Computerized Accounting, word processing, and communication skills.

Course Outline:

Microsoft Basics
Introduction to Bookkeeping and Accounting Principles
Payroll and Office Procedure Foundations
Interpersonal Skills

Course Outcomes:

At the end of the course the student will be able to:

- Identify Basic Accounting Principles and Discuss Ethical Practices in Accounting
- Identify and Describe Accounting and Bookkeeping Terms
- Define and Describe Assets, Liabilities and Owners' Equity
- Define and Describe Revenue and Expenses, Receivables & Payables, Net Income
- Identify and Define Financial Reports: Income Statement, Balance Sheet, Cash Flow, and describe their respective roles in making informed business decisions
- Recognize and Apply Double Entry Accounting, Credits & Debits
- Explain Journals, Ledgers, Accounting Structure and Compare basic applications
- Recognize the role of Bookkeeping and Compare Accrual vs. Cash Accounting
- Define and Compare the Accounting Period and Accounting Cycle
- Define and Explain Cost of Goods and Inventory Management Methods

- Define and Apply Accounting Ratios: Liquidity, Solvency, and Profitability and Discuss their respective roles in making informed business decisions

Career Opportunities

Graduates of this Certificate program will be able to start their career with entry-level positions in medium to large-sized companies as an:

- Accountant
- Bookkeeper
- General Accounting
- Accounts receivable
- Accounts payable
- Accounting clerk
- Finance clerk

Course Duration:

120 Hours