

SPECIALIZED ACCOUNTING SKILLS CERTIFICATE GUIDE

PROGRAM GOAL

Basic familiarization of specialized accounting skills in the areas of Income Tax Preparation, Accounts receivable and payable, and Payroll using QuickBooks. Provides students with a minimum of skills towards employability.

ADVISORY ENTRANCE REQUIREMENTS

Eligibility for noncredit ESL levels 5/6

LEARNING OUTCOMES

Upon completion of the Specialized Accounting Skills Noncredit Certificate, students will be able to:

1. Use various software applications to prepare tax forms
2. Operate QuickBooks relative to Accounts Receivable, Accounts Payable, and Payroll
3. Apply published instructions by the Internal Revenue Service to various tax forms
4. Locate the numeric and operator keys by touch

EXIT REQUIREMENTS

Successful completion of all courses with a passing grade of C or better; minimum attendance of 80% in all classes is required; completion of certificate coursework within three consecutive semesters.

SPECIALIZED ACCOUNTING SKILLS (TOTAL HOURS 75)							
COURSE	COURSE TITLE	HRS	SEMESTER	M T W R F S	TIME	START DATE	END DATE
ACBO 9210	Income Tax Prep Intro	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 9213	QuickBooks A/P, A/R	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 9214	QuickBooks, Payroll	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 5506	Computing Keyboarding - Keypad	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 5505	Keyboarding Quick	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			