

# Computerized Accounting Specialist

405 Hours / 12 Weeks

## Program Objectives:

This program of study prepares the students who want to work in the accounting or bookkeeping trade fields. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an entry level Computerized Accounting Specialist, Accounting Clerk, Bookkeeping Clerk, and Billing Clerk, Accounting Assistant or any type of Office position.

The program is designed to provide students with the knowledge and skills necessary to perform basic accounting office functions as well as building a foundation for Microsoft Certifications.

## Courses:

Introduction to the Personal Computer	Accounting Overview
Windows	Payroll
Microsoft Word	Invoicing
Microsoft Excel	P & L
Microsoft Access	Chart of Accounts
Microsoft PowerPoint	Vendors
Microsoft Outlook	Employees
QuickBooks Professional	Bank Reconciliation
Career Development	Taxes
Resume Prep	Modifying, Editing, Journal
	Recording Journal entries