

Business & Accounting

624 Class Clock Hours – 22.5 Semester Credit Hours

The Business and Accounting program is designed to prepare students with the technical skills and knowledge of business and accounting skills as well as the enhancement of skills for students with a previous background in business and/or basic accounting. Skills include MS Office, business practices and communications, journals and ledgers, inventory, payroll and use of QuickBooks. Graduates will expect to find positions in accounting offices, bookkeeping, inventory control, accounting clerk, office clerk, financial reporting, payroll clerk, accounts payable, accounts receivable, and positions requiring knowledge of business practices and accounting basics.

Program Description:

MS Office

This course is an introduction to the use of the computer in business. Students will write letters, create forms, and format documents in Microsoft Word. This course will also include creating and formatting spreadsheets in Microsoft Excel. Included in the course will be printing documents, performing basic research on the Internet and effectively using the tools available in Microsoft Internet Explorer. **72 hours**

Business Communications:

These courses are designed for students to develop and practice written communication skills in the workplace. Listening and reading comprehension will also be addressed. The courses will also emphasize the meaning and importance of writing coherently, concisely, and with purpose using correct grammar and acceptable writing techniques. By the end of the course students will be able to provide effective written communication. **72 hours**

Basic Accounting

The participant will learn the basic principles of accounting and the basic equations for assets and liabilities. The student will also learn about debits and credits and how to record transactions in a general journal and post them to a general ledger. They will learn how to control cash and make a work sheet prior to preparing financial statements as well as recording adjusting and closing entries. The student will practice these activities using practice exercises and doing a complete practice set for a proprietorship. **96 hours**

Business Practice I

In this class, the participant will learn the business basics, business functions and components. Topics include the importance in focusing on the value advantage a business offers and how it must protect and advance those values. Students will also practice the basic daily bookkeeping functions by looking at cash flow, accounts receivable and accounts payable. Students will review a typical daily accounting journal of a sample business and will be required to perform journal entries. Other topics of discussion include business ethics, social responsibility and customer service. The focus of the course will remain with best practices in a professional business office. **72 hours**

Business Practice II

Students in this course will learn the additional elements paramount in the successful operation of a business office. Topics of discussion include customer service, customer expectation, business operations, business capital, critical labor force, stages of production in product and service delivery, forecasting, and inventory control. Students will review and understand a sample business asset, depreciation, and liabilities. Students will learn the importance of a sound business plan by learning and revising an existing business plan. The student will learn the different legal forms of business including partnerships and corporations. **72 hours**

QuickBooks

In QuickBooks, students will learn to journalize transactions, posting to a general ledger, bank reconciliations, dishonored checks, petty cash transactions, worksheets, financial statements, adjusting and closing entries, and producing a post-closing trial balance. They will also learn journalizing purchases and cash payments, sales, cash receipts, posting to general and subsidiary ledgers, preparing payroll checks, journalizing and posting payroll transactions. **84 hours**

Payroll Administration

Students will learn all aspects of payroll accounting including the need for payroll and personnel records, computing wages and salaries, social security taxes, withholding taxes, compensation taxes, analyzing and journalizing payroll transactions, and completing an entire payroll project simulation. Students will also learn all the applicable payroll and labor laws and regulations. **72 hours**

Practicum

The practicum is a synthesis of all courses in the program. The student will establish a simulated business, make decisions regarding business operations, customer expectation, produce financial statements, and make business decisions. The student will practice the different items affecting the success of a business setting invoking a deeper understanding of how business decisions are typically made. **60 hours**

Career Development

This course enables students to develop and plan for career advancement. Students will learn resume writing, interviewing, networking, and effective communication, manage time effectively, and prioritizing multiple tasks. Students will learn and practice effective job search methods and the use of internet-based websites in the job search. One on one mock interview will be conducted. **24 hours**

Business Program

BUSINESS & ACCOUNTING

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Upon completion of the program, the student will receive a Certificate of Completion in Business and Accounting.

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
ACCO1	MS Office	18	54	72	2.5
ACC02	Business Communication	18	54	72	2.5
ACC04	Business Practice I	18	54	72	2.5
ACC03	Basic Accounting	30	66	96	4.0
ACC06*	Payroll Administration	18	54	72	2.5
ACC05*	Business Practice II	18	54	72	2.5
ACC07*	QuickBooks	24	60	84	3.5
CDV01	Career Development	6	18	24	0.5
ACC08*	Practicum	10	50	60	3.0
	Total Hours	160	464	624	22.5

Class Hours 624 – FSA Semester Credit Hours 20.7
 Program Length: 26 Weeks/39 Weeks

Tuition	\$9,465
Books	420
Registration	100
Total Cost	\$9,985

Federal Student Aid (FSA) credit hour calculations are based on Department of Education guidelines.

** Course has a prerequisite - see course description for details.*

"Students have the option to purchase textbooks from sources other than through the school.
 A complete list of approved textbooks may be obtained from the School Director."