



**EVANS
COMMUNITY
ADULT SCHOOL**

A Tradition of Excellence



Accounting

Class Times:

Monday-Thursday 6:00 PM-8:45 PM or Saturday 8:00 AM-12:15 PM

ONLINE

Accounting 1 (90 hrs):

- Double-entry accounting systems
- Basic accounting and banking principles
- Financial statements
- Spreadsheet accounting
- Short-term liabilities
- Basic accounting procedures
- General ledgers, journals, and worksheets
- Inventories and investments

Accounting 2 (90 hrs)

- Business organization forms
- Long term liabilities
- Financial statement analysis
- Returns and allowances
- Job costing accounting
- Plant assets and depreciation and fixed assets
- Accrued items
- Payroll, discounts, and notes and interests

QuickBooks/Accounting Clerk (80 hrs)

- Principles and processes in manual accounting prior to computerized systems and cycle
- Using QuickBooks: home screen, creating company files, chart of accounts
- Working with customers/vendors, inventory, sales tax, bank transactions/reconciliation
- Critical thinking/problem solving, ethical decision-making skills
- Creating reports
- Employability skills
- Journal entries

TUITION FREE

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Los Angeles, CA 90012
(213) 613-7900
www.evansla.org

Fully Accredited by

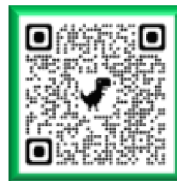


Build Your Skills. Build Your Future.

LEVEL UP

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**SCAN
HERE**



All educational and vocational opportunities are offered without regard to race, color, national origin, sex or disability.