

BUSINESS & FINANCE

Accounting

COURSE #: 75-15-50/60, 71-10-80

EVANS COMMUNITY ADULT SCHOOL

717 North Figueroa Street, Los Angeles, CA 90012

(213) 613-7900 EvansLA.org



ACCOUNTING/1, 2, & ACCOUNTING CLERK

CLASS TIMES:

Monday-Thursday
6:00 PM– 8:45 PM

Saturday
8:00 AM – 12:15 PM

To request information call
213-613-7910

TUITION-FREE

Text books/materials not included

This is a three-course, competency-based sequence designed to prepare students to work in accounting.

Accounting 1 (90-hr)

- Double-entry accounting systems
- Basic accounting principles
- Financial statements
- Spreadsheet accounting
- Short-term liabilities
- Basic banking principles
- Basic accounting procedures
- General ledgers
- Journals
- Worksheets
- Inventories
- Investments

Accounting 2 (90-hr)

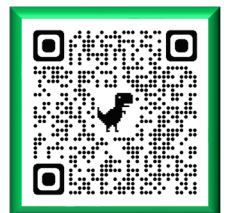
- Business organization forms
- Long term liabilities
- Financial statement analysis
- Returns and allowances
- Job costing accounting
- Plant assets and depreciation
- Accrued items
- Fixes assets
- Payroll
- Discounts
- Notes and interest

QuickBooks/Accounting Clerk (80-hr)

- 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

U.S. Department of Labor Job Outlook: Employment of accountants and auditors is projected to grow 11 percent from 2014 to 2024, faster than the average for all occupations.

The competencies in these courses are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.



Los Angeles Unified School District/Division of Adult and Career Education. All educational and vocational opportunities are available without regard to race, color, nation origin, sex or disability. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs. Classes failing to meet the minimum class size will be closed according to Division