

ACCOUNTING, PROFICIENCY AWARD

The Accounting Proficiency Award program is designed to provide students with the skills and knowledge required for entry-level bookkeeping positions in small businesses. The program encompasses classroom instruction and extensive hands-on application with both manual and computerized accounting systems.

To earn a Proficiency Award in Accounting, student must complete 9 specified unites below.

Course ID	Title	Units/ Hours
ACCT M01 or ACCT M110	Introduction to Accounting Financial Accounting	3
ACCT M62	Quickbooks For PCs	3
ACCT M70	Payroll Accounting	3
Year 1		
Fall Semester		Units/Hours
ACCT M01 or ACCT M110	Introduction to Accounting or Financial Accounting	3
		Units/Hours
		3
Spring Semester		
ACCT M62	Quickbooks For PCs	3
ACCT M70	Payroll Accounting	3
		Units/Hours
		6
Total Units/Hours		9

Upon successful completion of this program, students will be able to:

- record and post original business transaction, and adjusting and closing entries.
- prepare basic financial statements.