

**ACCOUNTING SPECIALIST PROGRAM  
COURSE DESCRIPTIONS  
2010—2011**

**COURSE #OTA 0040: INFORMATION TECHNOLOGY ASSISTANT – 150 HOURS**

**Business Keyboarding (75 hours classroom)**

Students will demonstrate ability to key alphabetic, numeric, and symbol keys “by touch” using appropriate techniques. Microsoft Word functions will be utilized for editing and formatting letters and memos.

**Business Essentials (30 hours classroom)**

Students will acquire essential job-keeping skills: Self-management, interpersonal skills, diversity, decision-making, ethics, responsibility, and working in teams.

**Introduction to Windows XP (15 hours classroom)**

Students will learn the fundamentals of using MS Windows XP including the use of Windows Explorer to manage files. Topics covered will be introduction to Windows, manipulating and working with the control panel, My Computer, and Windows Explorer.

**Financial Calculations (30 hours classroom)**

Students will focus on the use of electronic calculating machines. Applications involve bank deposit slips, bank statements, sales orders, time cards, and payroll records.

***COMPLETED OCP A: INFORMATION TECHNOLOGY ASSISTANT – 150 HOURS***

**COURSE #ACO 0040: ACCOUNTING CLERK – 300 HOURS**

**Business Calculations (30 hours classroom)**

Students will review basic mathematical processes with emphasis on how these processes are applied to business problems. Operations are performed manually to gain basic understanding and later transferred to applications using the 10-key electronic calculator.

**Filing/Records Management (30 hours classroom)**

Students will learn manual and electronic filing using the rules in alphabetic, geographic, subject, numeric, and indexing filing procedures, both manually and electronically.

**Business Communication Skills (30 hours classroom)**

Students will understand business communication principles and develop effective writing skills. Students will learn written communication skills and review grammar and mechanics.

**Microsoft Word 2007 (30 hours classroom)**

Students will gain a working knowledge of the basic capabilities of Microsoft Word while using hands-on experiences to create and edit documents.

**Accounting I (90 hours classroom)**

Students will be introduced to double-entry accounting, methods and principles of recording business transactions, the preparation of various documents used in recording assets, liabilities, and changes in equity, income, expenses, and the preparation of financial statements. Proficient use of the ten-key calculator by touch is included.

**Quickbooks (90 hours classroom)**

This is an extensive course of computer technology using QuickBooks by Intuit. QuickBooks is one of the most powerful accounting software tools used in businesses today. QuickBooks provides an easy and efficient way to collect and summarize accounting information. In addition, it creates many different reports that are useful when managing a business.

***COMPLETED OCP B: ACCOUNTING CLERK – 300 HOURS*****COURSE #ACO 0041: ACCOUNTING ASSOCIATE – 300 HOURS****Microsoft PowerPoint 2007 (45 hours classroom)**

Students will acquire a working knowledge of the basic capabilities of PowerPoint to produce various types of presentations on the computer.

**Microsoft Excel 2007 (60 hours classroom)**

Students will demonstrate the ability to enter and edit text and numbers, perform an endless variety of calculations, produce charts and other reports and make informed decisions.

**Microsoft Access 2007 (30 hours classroom)**

Students will use Microsoft Access software to manipulate a database management system that lets a user store, organize, and manage information.

**Accounting II (90 hours classroom)**

This course continues to emphasize double-entry accounting, methods and principles of accounting involved in accounts receivable, accounts payable, banking procedures, payroll records, accruals, deferrals, and closing procedures. The emphasis transitions from accounting for service industry to accounting for the merchandising industry. Proficient use of the ten-key calculator by touch is included.

**Payroll Accounting (60 hours classroom)**

Students will perform payroll calculations and recordkeeping for social security taxes, income tax, withholding taxes, unemployment taxes, and Florida sales and uses tax. This course is offered in blended formats: self-paced in a lab setting, internet, and traditional classroom.

**Workplace Readiness (15 hours classroom)**

Students will perform payroll calculations and recordkeeping for social security taxes, income tax, withholding taxes, unemployment taxes, and Florida sales and uses tax. This course is offered in blended formats: self-paced in a lab setting, internet, and traditional classroom.

***COMPLETED OCP C: ACCOUNTING ASSOCIATE – 300 HOURS*****COURSE #ACO 0042: ACCOUNTING ASSISTANT – 150 HOURS****Accounting III (60 hours classroom)**

This course continues to emphasize double-entry accounting, methods and principles of accounting involved in notes receivable and payable, merchandise inventory, plant assets, depreciations, partnerships, and nature of corporations. Students continue to utilize skills acquired in Automated Accounting II.

**Microsoft Outlook (15 hours classroom)**

Students will use the communication and scheduling features of Microsoft Outlook.

**Workplace Readiness (30 hours classroom)**

This course is designed to assist the student in planning an effective job search and the associated activities. It includes preparation of resumes, letters of application, follow-up, and resignation. Interviewing techniques, self-evaluation of individual characteristics, skills, and dressing for success are areas of study also covered.

**Externship (45 hours on site)**

An extern experience (approximately three weeks) will be completed. Students are provided hands-on training at one of a variety of business offices in the Tampa Bay area. Students will be responsible for locating an externship site with assistance from their instructor. Placement consideration will include GPA, attendance, and proficiency in accounting concepts. PLEASE NOTE: Some externship sites exclude students who have visible tattoos and/or smoke. A criminal background check, as well as a drug screening, may be required by the extern site. If this is a requirement of an externship site, the student is responsible for the payment of the cost of these tests.

***COMPLETED OCP D: ACCOUNTING ASSISTANT – 150 HOURS***