The **Accounting Operations Program** consists of four courses that are completed in order. Here is a breakdown of each.

The first course is "**Information Technology Assistant**". This course takes most students about nine weeks to complete. It consists of an introduction to the MS Office Suite (Word, Excel, PowerPoint, Access and Outlook). Also, an introduction to the business world and how to complete various employment documents (letter of application, Resume, etc.). Student who do not know how to type must complete an online typing course to learn to type.

The second course is "**Accounting Clerk**". This course takes most students 12-16 weeks to complete. It consists of completing chapters in an Accounting textbook and workbook. Students learn generally accepted accounting principles and double-entry accounting. They learn the full accounting cycle process (including chart of accounts, use of T-accounts, journalizing business transactions, posting of journal entries, preparation of trial balance, journalizing and posting of adjusting entries, journalizing and posting of post-closing entries, and preparation of an income statement, statement of owner's equity, and balance sheet).

The third course is "**Accounting Associate**". This course takes most students 12-16 weeks to complete. Students continue working in the accounting textbook and workbook used in the Accounting Clerk course. Students learn Intuit QuickBooks online and train for their QuickBooks industry certification exam. In addition, students learn filing, income tax rules, and Adobe Acrobat Professional software application and how to complete extensive project research.

The fourth course is "**Accounting Assistant**". This course takes most students 6-9 weeks to complete. In this course, students learn general accounting office procedures, advanced lessons from the MS Office Suite (Word, Excel, PowerPoint, and Outlook) and become highly proficient in the employability process (interview skills, Resume writing, letter of application, and the follow-up letter). Students also complete a short work-based training experience.

Our programs are self-paced. Students work to complete their class assignments at their own pace. There is seldom teacher-lead instruction provided. Instead, students are provided one-on-one assistance with classwork as needed. Each course has a "pacing guide" that helps students to stay on track so that they complete their program within the allotted time.

Upon completion of this program, students are ready to begin employment as Accounting/Financial Clerks, Accounting Assistants, and Bookkeepers.