

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, &
Quickbooks/Accounting
Clerk**

CLASS TIMES:

Monday-Thursday
6:00 PM– 8:45 PM

Saturday
8:00 AM – 12:15 PM

FEES & SUPPLIES*

Textbook (e-Resources):
\$45 Approx. Total Cost:
\$50-100

This three-course sequence is designed to prepare students to work as an accountant.

1. This first course provides instruction in double-entry accounting systems. Emphasis is placed on basic accounting principles, journals, general ledgers, worksheets, financial statements, spreadsheet accounting, inventories and investments, short-term liabilities, and basic banking principles and procedures related to accounting.
2. In this second course, emphasis is placed on the forms of business organizations, fixed assets, long term liabilities, financial statement analysis, payroll, discounts, returns and allowances, job costing accounting, plant assets and depreciation, notes and interest, accrued items, the end-of-fiscal period.
3. This competency-based course introduces the principles and processes in manual accounting prior to computerized systems and cycle. It includes automated accounting (calculators and computers used for recording and reporting), critical thinking/problem solving, employability skills, assessment of skills, and ethical decision-making skills which prepare individuals for employment in accounting and related 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.

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.



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 policy.

