

# Accounting Specialist

Affordable training in Accounting Services/Business Financial Management



## Pre-requisites

- Assessment test score level 10 reading and 10 math
- Typing speed at least 35 nwpm.

## Accounting Specialist

An Accounting Specialist is a professional who keeps financial accounts for all types of businesses. As an Accounting Specialist, it would be your job to keep accurate financial records. In larger companies, you may be the only person trained to handle financial matters like wages and invoices. Typical duties would include:

- ◆ Accounts Receivable Clerk
- ◆ Accounts Payable Clerk
- ◆ Accounting Assistant
- ◆ Accounting Technician

With experience, you would often take on management responsibilities and more complex tasks, such as drafting financial reports, planning and budget control, and assisting with audits.

## Accounting Specialist 30 Weeks/900 Hours

- Introduction to Computers (ICOT)
- Business Communications
- Ten Key/Filing
- Microsoft Word
- Microsoft Excel
- Keeping Financial Records for Business
- Accounting Fundamentals
- Accounting Advanced
- Computer Accounting/Quick Books
- Computerized Accounting





Visit our website at [www.caj.edu](http://www.caj.edu) and follow the "Class Schedule" link for additional information, pricing and schedules for this, and all of the programs offered at CAJ.



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|---------------------------|--------------------------|
| Name (Last, First): _____ | Social Security #: _____ |
| Phone: _____              | Start Date: _____        |
| _____                     | End Date: _____          |
| SCORES: Math: _____       | Reading: _____           |
| Date Registered: _____    | Receipt #: _____         |
| _____                     | Amount: _____            |

The Accounting Program consists of two tracks. If your career goal is to work as an Accounts Payable Clerk or Accounts Receivable Clerk, you should follow Track 2 which includes the Record Keeping and Bookkeeping classes. The class addresses only those specific accounting issues encountered in Accounts Payable and/or Receivable Clerk positions. These positions tend to deal a little more with the public.

| Block   | AM (8:30 – 11:30)   | PM (12:00 – 3:00)   |
|---------|---|---|
| Block 1 | <b>Introduction to Computers</b><br><b>Microsoft Office 2007 Essentials</b><br><b>ISBN: 9781591360278</b><br>Room 207 – Newman  | <b>Business Communications</b><br><b>Basic English Review 9th Edition</b><br><b>ISBN: 9780538730952</b><br>Room 206 – Cariveau  |
| Block 2 | <b>Microsoft Applications</b><br><b>Microsoft Word 2007 Comprehensive</b><br><b>ISBN: 9781591361145</b><br>Room 207 – Newman  | <b>10-Key</b><br><b>Calculators Printing &amp; Display 4<sup>th</sup> Edition</b><br><b>ISBN: 9780538439909</b><br><b>Alpha Indexing Rules</b><br><b>ISBN: 9780538970808</b><br>Room 206 – Cariveau         |
| Block 3 | <b>Keeping Financial Records for Business</b><br><b>ISBN: 9780538633185</b><br><b>Workbook and Get Inline Packet</b><br><b>ISBN: 9780538441650</b><br>Room 213 - Calderon | <b>Keeping Financial Records for Business</b><br><b>ISBN: Same as previous</b><br><b>Golf Links Packet</b><br><b>ISBN: 9780538441681</b><br>Room 213 - Calderon   |
| Block 4 | <b>Accounting Fundamentals</b><br><b>Century 21 Accounting (Chapters 1-17)</b><br><b>ISBN: 9780538676731</b><br>Room 213 - Calderon                                       | <b>Microsoft Excel 2007 Comprehensive</b><br><b>ISBN: 9781591361107</b><br>Room 213 - Calderon  |
| Block 5 | <b>Accounting Advanced</b><br><b>Century 21 Accounting (Chapters 18-26)</b><br><b>ISBN: 9780538676748</b><br>Room 213 – Calderon  | <b>Computer Accounting/QuickBooks</b><br><b>Work Book for Automated Accounting 7.0</b><br><b>ISBN: 9781591361602</b><br><b>Textbook for QuickBooks</b><br><b>ISBN: 9780538662529</b><br>Room 213 - Calderon |

**Charles A. Jones Career & Education Center**  
 5451 Lemon Hill Avenue, Sacramento, CA 95824  
 (916) 433-2600  
 Brant Choate, Director

Office Hours

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|---|--|
| <u>Monday – Thursday:</u><br>8:00 a.m. – 12:00 p.m. / 1:00 p.m. - 4:00 p.m. | <u>Friday:</u><br>8:00 AM - 12:00 p.m. |
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