

# Computer Accountant Office Occupations

Accounting Services/Business Financial Management



## Low Cost Training

### Customer Service Representative 18 weeks/540 hours

Customer Service Representative Certificate  
10-key Calculator  
Microsoft Word  
Business Communications  
Introduction to Computer/Speed Drills

### Computer Accountant 36 weeks/1080 hours \$1,375 + books

10-key Calculator  
Customer Service Representative Classes  
Introduction to Computers/Speed Drills  
Business Communications  
Microsoft Word  
Microsoft Excel  
Computer Applications  
Accounting Fundamentals  
Accounting Advanced  
QuickBooks  
Computerized Accounting  
Elective

## **Pre-requisite** Completion of **Customer Service Representative Program**

## **Office Occupations Program**

If you are detail oriented, organized, like working with numbers and computers, and enjoy preparing and analyzing financial data, becoming a Computer Accountant could be just right for you.

Our Computer Accounting program will provide you with high quality training in both manual and computerized accounting systems. You will learn the concepts of accounting principals, managerial accounting, intermediate accounting, payroll, and taxation. You will also receive hands-on experience in the use of accounting systems software.

In addition, you will receive practical instruction in Microsoft Office business applications with extended emphasis on Excel and the practical application of the Microsoft Office 2007 Office Suite. You will also learn Quickbooks 2008 Pro.





**Computer Accountant**  
**Upfront cost to enroll: \$1,375**  
**Total cost of the program: \$1,981**  
**36 week program (1080 hours)**



Receipt #: \_\_\_\_\_ \$ \_\_\_\_\_  
 Date Registered: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Reading Score: \_\_\_\_\_ Math Score: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Blocks	Morning Class (8:30 – 11:30)	Afternoon Class (12:00 – 3:00)
Block 1	<b>Keyboarding</b> Room 213 <b>No Book</b>	<b>Ten Key</b> <b>Calculators Printing &amp; Display</b> Room 208 <b>Book Cost: \$37</b>
Block 2	<b>Introduction to Computer</b> <b>(Microsoft Office 2003: Essentials Course)</b> Room 209 <b>Book Cost: \$62</b>	<b>Business Communications</b> <b>Basic English Review Eighth Edition (English the Easy Way)</b> Room 206 <b>Book Cost: \$83</b>
Block 3	<b>Microsoft Applications</b> <b>(Microsoft Word 2007: Comprehensive)</b> Room 207 <b>Book Cost: \$57</b>	<b>Customer Service</b> <b>Working Smart Third Edition</b> <b>Hey, I'm The Customer</b> Room 205 <b>Book Cost: \$66</b>
Block 4	<b>Accounting Fundamentals</b> <b>Century 21 Accounting (Chapters 1-17)</b> Room 208 <b>Book Cost: \$44</b>	<b>Microsoft Applications</b> <b>(Microsoft Excel 2007: Comprehensive)</b> Room 207 <b>Book Cost: \$59</b>
Block 5	<b>Accounting Advanced</b> <b>Century 21 Accounting(Chapters 18-26)</b> Room 208 <b>Book Cost: \$30</b>	<b>Computer Accounting</b> <b>Automated Accounting 7.0</b> Room 208 <b>Book Cost: \$30</b>
Block 6	<b>Microsoft Applications</b> <b>(Microsoft Power Point 2007: Comprehensive)</b> Room 207 <b>Books: \$30</b>	<b>QuickBooks Pro 2008: Essentials</b> Room 208 <b>Book Cost: \$55</b>
<b>Total cost of books</b>		<b>\$606</b>

**ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

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 Nancy Compton, Principal; Brant Choate, Assistant Principal  
**Office Hours**  
 8:00 AM—6:30 PM Monday-Thursday  
 8:00 AM—4:00 PM Friday