

Accounting



This two course sequence and upgrade are 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, longterm

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.

Accounting Clerk UPGRADE

This course introduces the principles and processes in accounting, critical thinking/problem solving, 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 Standard

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, national 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

- Accounting/1,2
- Accounting Clerk (Upgrade)

CLASS TIMES:

Emerson ALC

MTWTh

9:00 am-11:30 am

Venice CAS

MTWTh

6:15 pm-9:00 pm

COURSE FEE:

\$90 Accounting/1,2

\$60 UPGRADE

Free for High School Students

LOCATIONS:

Emerson Adult Learning Center

8810 Emerson Ave

Los Angeles, CA 90045

(310) 258-2021

Venice Community Adult School

13000 Venice Blvd,

Los Angeles, CA 90066

310-577-4230



VENICE SKILLS CENTER

611 5th Ave, Venice, CA 90291

310-664-5888

VeniceSkills.org

