

# Accounting Services

Program Tuition:

\$3,208

Program Length:

Complete in as little as 20 weeks

Requirements:

High School Diploma or GED and 16 years of age



## Program Details

The Accounting Services Course provides theoretical and practical instruction that prepares students to obtain an entry-level accounting services position. Students begin by learning the importance of accounting terms and concepts and continue through the entire accounting cycle. The course also provides instruction in specialized procedures used in accounts receivable and payable, merchandising accounts and tax preparation. Students learn payroll recordkeeping and processing procedures, computerized accounting, sole proprietorships, partnerships, corporations and non-profit organizations.



### ON-DEMAND LEARNING

100% online and self-paced. No set class schedules so you set the pace and study when you can 24/7.



### MOBILE-FRIENDLY LEARNING MATERIALS

Custom-designed, mobile-friendly student portal.



### REAL-WORLD SKILLS

Focus on real-world skills that will help you gain the knowledge and skills you need for employment and to prepare for industry certifications.



### PROVEN REPUTATION

DEAC Accredited, A+ BBB Rating, 40 Years in Business, 4.8 out of 5 TrustScore, 97% of students would recommend us to a friend.

## Here's A Course Overview

### UNIT 1

#### Lessons

Course Introduction and Overview  
Accounting Services Explained  
Accounting Services Equations  
The Accounting Cycle  
The Journal and Entry Systems  
The Ledger

### UNIT 2

#### Lessons

Accounts Receivable  
Accounts Payable  
Financial Statements  
Specialized Journals  
Depreciation, Merchandising, Sales Tax  
The Worksheet

### UNIT 3

#### Lessons

Closing the Books  
Banking  
Payroll Records  
Payroll Processing  
Computerized Accounting Services

### UNIT 4

#### Lessons

Daily Accounting/Bookkeeping Concepts  
Tax Preparation I  
Tax Preparation II

### UNIT 5

#### Lessons

Partnerships, Corporations and Non-Profit Organizations  
Discounts, Reversing Entries and Allowances  
Sole-Proprietorship Business Project



## For More Information

**CALL: 877-604-6080**

Email: [workforce@uscareerinstitute.edu](mailto:workforce@uscareerinstitute.edu)



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