

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

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