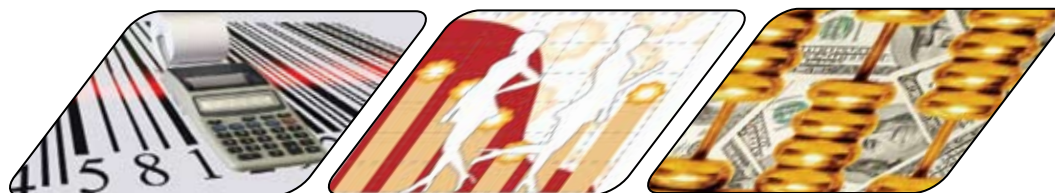


# ASSOCIATE OF APPLIED SCIENCE (AAS)

## DEGREE IN ACCOUNTING

### CAREER OUTLOOK

Career opportunities for trained administrative assistants, both entry-level and advanced are available in a wide range of industries both large and small: Accounting, Law, Medical, Technical, Education, Government and more. Job classifications include Data entry, Word Processing, Office file manager, Receptionist, Secretary, Database manager, and more. Opportunities should be best for applicants with extensive knowledge of software applications.



### PROGRAM OBJECTIVE

The Associates of Applied Science (AAS) Degree Curriculum is designed to meet the needs of the bookkeeping and accounting with greater emphasis of financial statements and account management. The (AAS) degree program also includes courses such as merchandise and payroll accounting, cost accounting, depreciation, partnership, tax preparation, corporate accounting, creating reports, and database management applications. The program also provides the students with skills to be able to enhance their knowledge of accounting in the business settings. The program provides with expanded knowledge and understanding of general education courses which are beneficial to the students to interact within their communities and beyond.

### OPPORTUNITIES

This program is designed to prepare the graduate of AAS Degree program for employment as junior accountant or senior book-keeper in the business or accounting industry. The graduates are able to find jobs in industries dealing with payroll, auditing, banking, insurance, tax preparation, accounting and real estate. The graduates can be employed as accountant's assistant to prepare financial statements and reports for partnerships and/or corporate accounting. Additionally, the graduates are able to find employment with firms dealing with merchandise inventory, plant assets and depreciations, long-term liabilities, investments and statements of cash flow.

### TWO LOCATIONS:

**Main Campus** - 6435 Wilshire Blvd., Los Angeles, CA 90048  
Phone 1-323-966-5444 — Fax 1-323-966-5455

**Branch Campus** - 14519 Sylvan St., Van Nuys, CA 91411  
Phone 1-818-382-6000 — Fax 1-818-788-3997

LOS ANGELES ORT COLLEGE — A NON-PROFIT PUBLIC BENEFIT ORGANIZATION

### Program Outline

Computer Literacy  
Operating Systems  
Mathematics  
Spreadsheet  
Accounting  
QuickBooks Accounting  
Income Tax Preparation  
Database Applications  
Business Law  
General Education  
Employment Preparation

### Accreditation

Los Angeles ORT College is nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET).

LAORT is also

VA recommended and

WIA approved.



### Entrance Requirements

No High School Diploma Required

Pass Entrance Exam

Complete all Required Paperwork

Programs also available to non-immigrant students

### Financial Aid

Los Angeles ORT College has been approved by the United States Department of Education and the State of California for financial aid programs. These programs and other scholarships are available to all students who qualify.