

COMPUTERIZED ACCOUNTING

CAREER OUTLOOK

Bookkeeping, Accounting, and Auditing Clerks are found in all industries and at all levels of government. Local government and the Accounting, Tax preparation, Accounting, Bookkeeping, and Payroll services industry are among the individual industries employing the largest numbers of these clerks. A growing number work for employment services firms, the result of an increase in outsourcing of this occupation.



PROGRAM OBJECTIVE

The Computerized Accounting Program curriculum is designed to prepare students for entry-level microcomputer support roles in business accounting settings and financial services industries. Emphasis is placed on the use of the microcomputer to increase productivity in financial applications, use of software such as spreadsheets, accounting packages, and database management systems. Employers prefer workers who are computer-literate; our goal is to ensure adequate knowledge of word processing and spreadsheet software.

OPPORTUNITIES

Good job opportunities are expected for full-time and part-time work. Those who can carry out a wider range of bookkeeping and accounting activities will be in greater demand. Demand for full-charge bookkeepers is expected to increase, because they are called upon to do much of the work of accountants, as well as perform a wider variety of financial transactions, from payroll to billing.

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
Math and Word
Principles of Accounting
QuickBooks
Spreadsheet 1
Spreadsheet 2
Accounting Practices
American Government or
Cultural Studies
Employment Preparation

Accreditation

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

LAOTI 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.