

Program Components

The diagram below highlights the major topics covered in the program. Upon successful completion, the graduates receive Diploma in Computerized Accounting program. For complete and detailed information please refer to the college catalog.



Career Opportunities

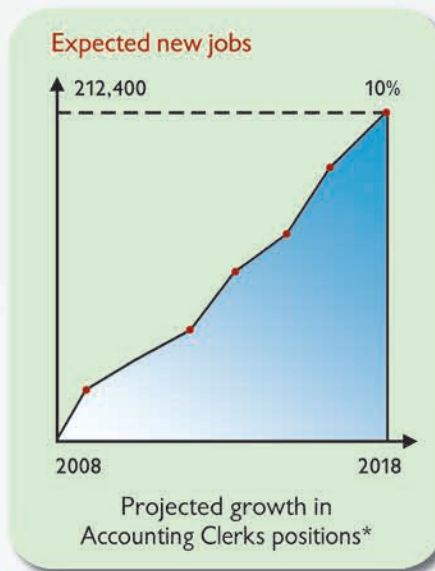


Accounting • Banking • Insurance • Payroll
Bookkeeping • Real Estate • Data Processing

Our Mission

ORT's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Further, the mission is to provide technical skills and knowledge necessary for employment and career advancement.

Success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of ORT among the community and the pool of volunteers.



*Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition.

Career Outlook

According to U.S. Department of Labor, employment of bookkeeping, accounting, and auditing clerks is expected to increase by 10%, and to grow about as fast as the average for all occupations through 2018. This occupation is one of the largest growth occupations in the economy, with about 212,400 new jobs expected over the projected decade.

While many job openings are expected to result from job growth, even more openings will stem from the need to replace existing workers who leave. Each year, numerous jobs will become available, as clerks transfer to other occupations or leave the labor force.



Program Objective

The Computerized Accounting curriculum is designed to prepare students for entry-level computer support roles in business accounting settings and financial services industries. Emphasis is placed on the use of the computer to increase productivity in financial applications, use of software such as spreadsheets, accounting packages, and database management systems.

Students will also learn to navigate the worldwide web, use search engines and create an email account.

Program Length

This program may be offered in the morning, afternoon, or evening sessions. The morning and afternoon sessions are taught 5 days per week (Monday through Friday) for approximately 30 weeks of instruction. In the evening session, this program is taught 4 evenings per week (Monday through Thursday) for approximately 45 weeks of instruction. This is a 32 semester credit hour program with 720 instructional hours.