

ACCOUNTING OPERATIONS B070110**900 HOURS**

State Course Erwin Class	Hours	State Course No. State Standard	OCP
Information Technology Assistant	150	OTA0040	A
A1 - Business Computer Skills	60	A1, A4, A13, A14, A15, A16, A17	
A2 – Workplace Essentials	30	A6, A7, A8, A9, A10, A11, A12	
A3 - Business Communication Skills	60	A2, A3, A5	
Accounting Clerk	300	ACO0040	B
B1 – Accounting Environment I	100	B18, B19, B20, B21, B22, B23, B24, B25	
B2 – Accounting Principles I	100	B26, B27, B28	
B3 – Microsoft® Office 2010	100	B18, B23, B24, B26, B27, B28	
Accounting Associate	300	ACO0041	C
C1 – Accounting Environment II	100	C29, C30, C31, C36, C37, C38,	
C2 – Accounting Principles II	100	C29, C31, C32, C33, C34, C35	
C3 – QuickBooks	100	B21, B23, C26, C27, C28, C32, C33,	
Accounting Assistant	150	ACO0042	D
D1 – Employability and Entrepreneurship	75	D39, D40, D41, D42, D43, D44, D45, D46, D47	
D2 – Personal Finance	75	D48, D49, D50	