

**ACCOUNTING OPERATIONS****B070110****900 HOURS**

<i>State Course Erwin Class</i>	<i>Hours</i>	<i>State Course No. State Standard</i>	<i>OCP</i>
<b>Information Technology Assistant</b>	<b>150</b>	<b>OTA0040</b>	<b>A</b>
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	
<b>Accounting Clerk</b>	<b>300</b>	<b>ACO0040</b>	<b>B</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	
<b>Accounting Associate</b>	<b>300</b>	<b>ACO0041</b>	<b>C</b>
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,	
<b>Accounting Assistant</b>	<b>150</b>	<b>ACO0042</b>	<b>D</b>
D1 – Employability and Entrepreneurship	75	D39, D40, D41, D42, D43, D44, D45, D46, D47	
D2 – Personal Finance	75	D48, D49, D50	