

Accounting

The accounting program is enriched with computer technology experiences, group projects, problem-solving activities, authentic assessments, job simulations, interdisciplinary projects, Internet access and research. Learn basic accounting principles, concepts, and practices. Analysis and interpretation of information is mastered through a variety of source documents, simulations, and computer activities. Topics include forms of ownership, the accounting cycle, payroll, and banking activities. Mastery of topics is achieved through simulations, case studies and team projects.

Earning college and high school credit develop the accounting skills of the college-bound student who is planning to major in accounting, finance, management, or some other phase of business administration.

Student Center

For additional information contact Cindy Barnes
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Advanced Business I	Fundamentals of Accounting	Computerized Accounting with Quickbooks
<p>NAME OF COURSE: Advanced Business I CIP: 52 0200 10 LENGTH OF COURSE: 2 semesters GRADE LEVEL: 10, 11, 12 PREREQUISITE: Must complete Career Exploration with a C or better. Or with teacher approval</p> <p>A first course in computers designed to provide students with hands-on experience of the personal computer and its uses in</p>	<p>NAME OF COURSE: Fundamentals of Accounting LENGTH OF COURSE: 2 semesters GRADE LEVEL: 11, 12 PREREQUISITE: Must complete Advanced Business I with a C or better, or with teacher approval.</p> <p>An accounting and record keeping course of practical value to many people at home or in business. Covers theory of debits and credits of most common</p>	<p>NAME OF COURSE: Quickbooks GRADE LEVEL: 12 only PREREQUISITE: Must complete Fundamentals of Accounting with a C or better.</p> <p>Designed to assist students and small business owners in performing accounting tasks by using a computer software package designed specifically for accounting purposes.</p>

society. Application programs from the Microsoft Office Suite will be taught including Word, Excel, Access, and PowerPoint.

Students can focus on Microsoft Office Specialist Certification Requirements. Microsoft Office Specialist Exam Objectives and Skills are categories of examination tasks, identified by subject-matter experts that certify an ability to productively use Microsoft Office applications. These categories are organized into skills sets representing the more basic functions of each Office Application.

College credit CMP 101 may be granted through Eastern Arizona College inter-governmental agreements with San Carlos High School.

accounts, the trial balance, and financial reports.

Students with special aptitude in bookkeeping who plan to continue in accounting should consider taking BUA 233 and 243 in college.

College credit BUS 101 may be granted through Eastern Arizona College inter-governmental agreements with San Carlos High School.

Students will develop skills to operate a computer to implement the following functions: recording transactions, generating financial and management reports, setting up and maintaining a system, and developing business budgets. The course utilizes the QuickBooks accounting software. College credit BUS 205 may be granted through Eastern Arizona College inter-governmental agreements with San Carlos High School.