



ACCOUNTING AND FINANCIAL CAREERS

SARA CROWDER, Instructor

CENTRAL COUNTY OCCUPATIONAL CENTER

760 Hillside Avenue, San Jose 95136 - 408/723-6400

TRAINING STUDENTS FOR ENTRY-LEVEL POSITIONS SUCH AS:

- Bookkeeper
- Accounting Tech
- Inventory Control Tech
- Accounts Payable/Receivable Tech
- Bank Teller
- Payroll Clerk

BENEFITS OF THIS CLASS:

- Learn current accounting software
- Learn basic accounting procedures
- Learn procedures for Excel, Word, and Quickbooks
- The opportunity for internships in accounting and finance offices
- Earn college credit at Evergreen, West Valley and San Jose City Colleges
- 30 high school credits
- Equivalency credits in math may be available



IN THIS CLASS, STUDENTS LEARN:

- Operate personal computers
- Understand and solve accounting problems
- Calculator by touch
- Procedures for: general ledger accounting, accounts payable, accounts receivable, and payroll
- Utilize contemporary software
- Participate in community classroom (internship) experiences using classroom skills and applying them to practical work assignments in a work setting.



UPON SUCCESSFUL COMPLETION OF CLASS, STUDENTS RECEIVE:

- Certificate of Achievement and Letter of Competency which shows employers what you learned and the degree of mastery you achieved
- Algebra 1 and Computer Literacy credit
- Job search/ placement assistance

JOB MARKET INFORMATION:

As an entry-level accounting person, you can expect to earn \$12 - \$16/hourly or \$16 - 24k/year. Your salary can quickly rise with experience and continued learning, to \$30 - \$50/year or higher.

There is a high demand for accounting in all businesses – locally, within the state, across the nation, and internationally.



ABOUT THE INSTRUCTOR:

Sara Crowder holds an AA degree in Merchandising and CTE credentials in Finance and Business; Marketing, Sales, and Service; Supervision and Coordination of Programs; and Staff Development.

Her experience includes over eight years work in retail, sales, management, and buying; 20 years teaching high-school and adult students and being a small business owner for seven years. Mrs. Crowder is also a member of CAROC/P and Teacher of the Year 2008-09.

School-to-Career Pathway

