ABC Adult School
Accounting Technician Instructional Plan
(2025 - 2026)

Revised: 8/7/2025

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MISSION STATEMENT:

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

1. PROGRAM/COURSE IDENTIFICATION

- **Program Title:** Accounting Technician
- **Program Length/Duration:** 776 hours
- **Target Audience:** Individuals seeking foundational knowledge and practical skills for entry-level accounting positions in various settings such as accounting firms, banks, and small businesses.
- **Prerequisites:** High school diploma/High school equivalency certificate
- **Funding Model:** This is a fee-based course, with any other expenses funded through the general Adult School budget.
- **Class Content Breakdown:**
  - Keyboarding/Data Entry: 84 hours
  - Computer Essentials: 84 hours
  - Social Media for Business: 84 hours
  - Excel Essentials: 84 hours
  - Excel Advanced: 84 hours
  - Financial Accounting: 84 hours
  - Managerial Accounting: 84 hours
  - QuickBooks: 84 hours
  - Payroll or Tax Preparation: 84 hours
  - Job Prep: 20 hours

2. PROGRAM GOALS AND LEARNING OBJECTIVES

- **Overall Program Objective:** A graduate of the Accounting Program is well-equipped to work in accounting firms, banks, and small businesses. They can perform duties such as accounts payable and receivable, payroll (for small companies), effectively utilize QuickBooks software, track inventory, maintain audit records, create and balance accounts, and perform other work at an appropriate level. This program will equip students with the skills and knowledge necessary to pass the QuickBooks Industry Certification.

- **Terminal Performance Objectives (TPOs):** Upon successful completion of this program, students will be able to:
  - ○ **A. Communications:**
    - Interpret verbal and nonverbal communications effectively and respond appropriately in a professional accounting environment.
    - Follow verbal and nonverbal instructions accurately and communicate effectively with colleagues, clients, and supervisors.
    - Read, understand, and accurately follow accounting procedures and guidelines.
  - ○ **B. Career Planning and Management:**
    - Identify personal interests, aptitudes, and necessary skills for informed career decision-making within various accounting pathways.
    - Utilize information and communication technology to research and explore training and job opportunities in the accounting field.
    - Create professional correspondence, write formulas (e.g., in spreadsheets), and develop presentations relevant to accounting tasks.
  - **C. Problem Solving and Critical Thinking:**
    - Identify and ask significant questions to clarify accounting challenges and effectively solve financial problems.
    - Interpret financial information and draw conclusions, based on the best analysis, to make informed decisions.
    - Use systems thinking to analyze how various accounting components (e.g., software, procedures, financial data) interact to produce accurate outcomes in a complex work environment.
  - ○ **D. Health and Safety:**
    - Interpret and comply with policies, procedures, and regulations governing the workplace environment, including understanding both the employer's and employee's responsibilities.
    - Demonstrate how to prevent and respond to work-related accidents or injuries, including the application of ergonomic principles for prolonged computer use.
  - ○ **E. Technology Orientation & Foundational Skills:**
    - **Welcome & Course Introduction:** Understand the course objectives, weekly routine, classroom rules (including tech use etiquette), and the types of projects and tools to be used.
    - **Technology Orientation:** Successfully navigate login processes, identify computer components (monitor, CPU, keyboard, mouse), and properly turn systems on/off.
    - **Platform Access:** Access the class website or Canvas, email accounts, and key applications/software (e.g., Microsoft Office Suite, QuickBooks).
    - **Hands-On Task: "Getting to Know the Computer":** Perform basic digital tasks such as creating folders, opening word processors, typing, and saving files.

■ **Basic Digital Citizenship Intro:** Apply principles of safe and responsible technology use, including password safety, appropriate online behavior, and adherence to school computer use policies.

3. INSTRUCTIONAL STRATEGIES AND DELIVERY METHODS

Instructional Approach: A blend of theoretical lectures, extensive hands-on computer lab exercises, interactive demonstrations, project-based learning, and case studies.

- **Teaching Methods:**
  - **Direct Instruction:** For foundational concepts in accounting principles, software functionalities, and regulatory compliance.
  - **Demonstrations:** Live demonstrations of accounting software (e.g., QuickBooks, Excel), data entry techniques, and financial report generation.
  - **Guided Practice:** Supervised lab sessions for hands-on exercises in QuickBooks, Excel, and other accounting software.
  - **Project-Based Learning:** Students will work on simulated accounting scenarios, Creating financial statements, managing accounts, and processing payroll.
  - **Case Studies:** Analysis of real-world business scenarios to apply accounting principles and problem-solving skills.
  - **Technology Integration:** Extensive use of accounting software, spreadsheet programs, and online financial resources.
- **Differentiation and Support:** Instructors will provide individualized feedback during lab sessions and projects, offer a variety of learning materials, and adapt instruction to meet the diverse learning needs of students, including those of English Language Learners and students with disabilities.
- **Initial Technology Orientation:** A comprehensive initial orientation will guide students through login processes, classroom technology components, platform access (Canvas, email, key applications), and basic digital citizenship, reinforced with hands-on tasks.
  - **Materials/Tools Checklist for Orientation:** Student login credentials, working computers/devices, projector/screen for demonstration, internet access, access to Canvas and other platforms.

4. INDUSTRY ALIGNMENT AND PROGRAM EVALUATION

- **Occupational Advisory Committee (OAC) Review:** The program outline undergoes an annual evaluation by the Occupational Advisory Committee. This committee, comprising experienced accountants, bookkeepers, payroll specialists, small business owners, and program alumni, meets annually to:
  - Review program objectives and curriculum content to ensure alignment with current industry practices, accounting software updates, and employer expectations for accounting technician roles.
  - Provide recommendations on instructional materials, software versions, financial tools, and emerging accounting technologies.

- ○ Assess the appropriateness of instructional methods and student evaluation criteria, particularly for practical accounting skills.
  - ○ Ensure the program effectively prepares students with the essential technical skills, analytical abilities, and professional ethics required for success in the accounting field.
- **Student Outcome Data Review:** Annual review of student achievement data, including QuickBooks certification pass rates, completion rates, employment rates in relevant accounting fields, and feedback from employers. This data is critical for identifying areas for program improvement and ensuring continuous quality enhancement in alignment with COE standards.