

ABC Adult School

12254 Cuesta Drive, Cerritos, CA 90703
562-922-7960

Accounting Technician Advisory Meeting

Sep 8, 2023

11:00 AM - 1:00 PM

Room # H6

Committee Members Present:

Daisy Aguilar, Supervisor Fiscal Services, ABC Unified School District-Cerritos, CA.
Natalie Breidenthal, Payroll/Fringe Supervisor, ABC Unified School District-Cerritos, CA.
Kanchan Gokhale, Finance Manager, Saahas for Cause- CA.
Parimal Shah, Chief Executive, Pioneer Realty & Finance - CA
Anthony Sykes, Tax Practitioner Enrolled Agent Business Owner-CA

Committee Members Absent:

No members were absent.

School Members:

Nancy Amara, ABC Adult school Principal - Cerritos, CA
Kathy Evans, ABC Adult School Assistant Principal - CTEC programs - Cerritos, CA
Georgia Grissom, ABC Adult School TOSA - Cerritos, CA
Jose Torices, ABC Adult School Dean - Cerritos, CA
Esther Nguyen, Accounting Technician ABC Adult School Instructor - Cerritos, CA
Ty Holloway, Job Developer, ABC Adult School - Cerritos, CA
Nivin Ibrahim, ABC Adult School Secretary II - Cerritos, CA

Advisory Minutes

Welcome

By Kathy and Nancy:

Good Morning and thank you all for participating. The purpose of the advisory is to ensure that our programs are adequately preparing students to enter the industry.

We need the input of the professional community to verify that our students are prepared and to make changes to curriculum if necessary to meet the industry needs. It also gives us the opportunity to understand the current trends

and upcoming changes. We will be recording the session to further develop our notes to reflect on for recommended changes.

I would like each member of the panel to introduce himself or herself. Please tell us your name and the name of your company or business.

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.

Nancy welcomed and thanked the committee members for coming and giving them the credit of modernizing and updating our programs.

By Kathy Evans

To maintain our COE accreditation we must maintain a 60% completion rate and 70% placement rate. If we do not, it places our program in a review (which requires us to report why and what actions we are implementing to correct completion and placement. For our last reporting year (2021). We participated in a combined WASC (Western Association of Schools and Colleges) and COE (Council on Occupational Education) visit in October 2021. WASC looked at all other programs outside of career

technical education; COE evaluated all CTE programs and all processes that are involved in those. There were some findings from the COE visit, which were addressed and later approved by COE. The Student Learning Outcomes for the ABC Adult School are: "Self-directed lifelong learners who: acquire knowledge and skills appropriate to their stage of life, set and achieve career, educational and/or personal goals, and seek continuing career training and/or educational opportunities. Effective communicators who: demonstrate appropriate listening, speaking, reading, writing, creative, and/or computational skills, apply communication skills to professional, technical and other real-life situations, and enhance and improve their ability to understand and be understood by others. Critical thinkers and problem-solvers who: exercise their powers of judgment, perception, and inference, assess and fulfill their own needs by finding appropriate resources, and apply knowledge to professional, technical and other real-life situations."

Kathy asked everyone to review the minutes from our last meeting and asked for a motion to approve the minutes as written. Natalie Breidenthal motioned to approve the minutes, and Daisy Aguilar seconded the motion. The minutes were approved by the committee.

Program Length and Content:

Kathy asked the committee to take a few minutes to look over all the classes we are offering for our Accounting Clerk program, specially page # 4 (List of Topics) Is there anything that should be added or removed from the classes? Currently the accounting clerk program is changed to Accounting Technician Program and it is 776 hours and can be completed in four quarters; we added a Social Media for Business course as a requirement as suggested in the last advisory meeting.

Antony Sykes asked if the course teaches versatile or general basic knowledge to all kinds of business for example: construction, tourism, small business and also project and transaction for tax business, rental and tourism companies Esther answered, we teach debits and credits, close books, financial solutions and bank reconciliations which gives a general overview and basic knowledge of an entry level accounting job.

We teach 4 weeks in Accounting1 debits and credits manually first and then in the last week will do them computerized.

In Accounting2, we teach inventory management and depreciation.

In Payroll, we teach paycheck, regular time and overtime pay, federal and state withholdings, IRS tables, wages bracket method and percentage methods, FICA/social security and medicare calculations, net pay and deductions, 941 form quarterly and annually, W2 form, all taught manually and then we use the software.

Program Objective:

A graduate should be able to work in accounting firms and small businesses; they will be able to perform duties such as accounts payable and receivable, payroll , and quickbooks software efficiently.

Georgia asked should we add both Payroll and Tax preparer to the program or we can leave it as an option.

Daisy answered it will depend on the entity and she suggested adding it as a requirement to prepare each student and give them general knowledge.

Daisy liked that we teach students to do payroll and accounting manually first then we teach them to use the software.

Anthony also agreed about teaching students the right way (manually) first and specially bank reconciliation is an important piece.

He also mentioned Quickbooks coming out with a new software that is cheaper.

Competency Test:

Esther develops quizzes after every chapter to show progress, mid term and final exam; she also develops a project at the end of the quarter.

We offer QuickBooks online certification for free but QuickBooks desktop certification with a fee. Kathy asked if certification is required to obtain a job; Natalie answered with the ABC District not required but it is always good to have; Daisy agreed and she added it might be required for small business.

Instructional Materials:

Esther uses text books for Accounting 1, 2, QuickBooks; she also does problem solving together with students; lectures; she advises students to read the chapter before the lectures. We also provide whiteboard, interactive TV, multiple TV Screens, printers, computers and accounting softwares.

Requirement for Admission:

We require a High School Diploma or equivalent and 18 years of age for vocational diploma; is there anything else?

Kanchan added to understand financial documents and to be exposed to the diversity of financial companies.

Natalie and Daisy added to have soft skills like email etiquette, communication skills, presentation skills, applying what they learn as an experience specially in an interview scenario, problem solving especially backtracking problem solving and how to fill out applications. Esther suggested that Ty should help with the soft skills in the job prep section. Daisy suggested having the job prep time to be structured.

Adjournment

Kathy thanked everyone for coming and contributing to today's Accounting Clerk Advisory Meeting.

Transcribed by: Nivin Ibrahim.