



**SAN JACINTO COLLEGE**  
CONTINUING AND  
PROFESSIONAL DEVELOPMENT

**TEXAS PUBLIC  
EDUCATION  
GRANT  
(TPEG)**

**BUSINESS AND  
PROFESSIONS**

- ◆ ACCOUNTING
- ◆ PAYROLL
- ◆ BANK TELLER

**LIMITED  
NUMBER  
OF NEED-BASED  
SCHOLARSHIPS  
AVAILABLE FOR  
THOSE WHO  
QUALIFY**

**CALL TODAY!**

**281.478.3636**

## Jumpstart Your Business Career with Fast-Track Certificates

### ACCOUNTING SPECIALIST

*Prerequisites: High school/GED. Proficiency in: English, reading, writing, and math. Basic computer skills.*

This course is an overview of the basic accounting cycle. Using a workbook and a fictitious business model, students will have the opportunity to: analyze, record, journalize, post, and prepare financial statements. Learners will acquire basic bookkeeping skills. Includes an introduction to banking procedures, control of cash, and the payroll process.

*CPD TPEG scholarships are available to cover tuition. Training value is \$630.*

### PAYROLL SPECIALIST

*Prerequisites: Successful completion of Accounting Specialist Certificate Program.*

This program was designed by the American Payroll Association (APA) and teaches fundamental payroll skills. Students will learn: payroll accounting, calculations, reporting, record keeping, and compliance. Exam prep for APA Fundamental Payroll Certification (FPC) is included.

*CPD TPEG scholarships are available to cover tuition. Training value is \$790.*

### BANK TELLER

*Prerequisites: Ability to read, write, speak English. Basic computer skills.*

Launch your banking career! This course teaches the basics of being an accurate and high-performing teller at a bank or credit union.

*CPD TPEG scholarships are available to cover tuition. Training value is \$420.*

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**APPLY TODAY!**

**281.478.3636**

**CommunityEducation@sjcd.edu**