

Certificate

Program Description:

The Accounting/Bookkeeping Certificate Program is designed to prepare students for entry-level positions in the accounting/bookkeeping field. The completion of the certificate program prepares students to work for CPA firms, corporate accounting departments, and small businesses. This would include clerical positions in specialized areas such as accounts payable, accounts receivable, and payroll, as well as any positions involved in the accounting functions of a business.

Students who successfully complete the certificate program will be able to demonstrate the following competencies:

- identify and describe the fundamental principles and practices of accounting;
- apply fundamental accounting principles and practices to prepare common income statements, balance sheets, and cash flow statements;
- utilize microcomputer accounting software systems for the purpose of maintaining a general ledger, accounts receivable, accounts payable, and payroll;
- identify, describe, and prepare a variety of tax records and reports necessary to maintain a business and to meet local, state, and federal requirements;
- develop and analyze accounting information for managerial planning and control;
- complete computer applications including word processing, spreadsheets, databases, electronic mail, and the Internet;
- identify and apply the techniques of effective oral and written communication in a business setting;
- perform business mathematical operations utilizing the calculator for computations.

Students who successfully complete the certificate program are eligible to transfer all of the 30 credit hours into the two-year Management Technology, Accounting Option, and Associate in Applied Science Degree Program.

Career Outlook:

Accounting paraprofessionals are qualified for numerous career opportunities such as accountant's assistants, accounting clerks, bookkeepers, banking support staff, finance support staff, and income tax preparation clerks. According to the Bureau of Labor Statistics, "The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work."

Salary Forecast:

Salaries of financial clerks vary considerably. The region of the country, size of the city, and type and size of the establishment all influence salary levels. Also, the level of expertise required and the complexity and uniqueness of a clerk's responsibilities may affect earnings. Median hourly earnings of full-time financial clerks were as follows:

Procurement clerks.....	\$14.85
Payroll and timekeeping clerks.....	\$14.60
Bookkeeping, accounting, and auditing clerks.....	\$13.72
Bill and account collectors.....	\$13.20
Billing and posting clerks and machine operators.....	\$13.00
Tellers.....	\$10.15

(Information obtained from the Bureau of Labor Statistics, *Occupational Outlook Handbook 2005-2006*).

Program Admission Requirements:

The college adheres to an open admissions policy, which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Major Code – CA30

FIRST YEAR	
First Semester¹ AC 103 Introduction to Accounting (EDGE)..... 3 ENL 111 Written Communication 3 IT 101 Fundamentals of Computers (EDGE) 3 MAT 115 Business Mathematics..... 3 MG 101 Introduction to Business (EDGE)..... 3 TOTAL CREDITS..... 15	Second Semester AC 201 Financial Accounting ² 3 AC 221 Computerized Accounting ³ 3 AC 234 Taxation ² 3 FN 231 Business Finance ² 3 IT 150 Applications to Spreadsheets ⁴ (EDGE) 3 TOTAL CREDITS 15
HOURS REQUIRED FOR GRADUATION: 30	

Employment Opportunities:

- Accountant's assistant
- Accounting clerk
- Bookkeeper

Earn A Degree Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

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1. The one-year certificate in Accounting/Bookkeeping will allow the student to apply 30 academic credits toward the A.A.S. degree in Management Technology - Accounting.
2. AC 201, AC 234 and FN 231 have a prerequisite of AC 103 or permission.
3. AC 221 has a prerequisite of IT 101 and AC 103, or permission.
4. IT 150 has a prerequisite of IT 101.