

Accounting/Bookkeeping CP

Academic Year 2023-2024
Career & Technical Division

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.

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 preparations 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:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission 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.

Contact Information:

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Our mission is to prepare students for careers, civic responsibility and life-long learning.

Accounting/Bookkeeping One-Year Certificate Major Code – CA30

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Mathematics ²		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting ³		3				
AC 221	Computerized Accounting ⁴		3				
AC 234	Taxation ⁵		3				
FN 231	Business Finance ⁶		3				
IT 150	Applications to Spreadsheets ⁷ (EDGE)		3				
			15				

Earn a Degree and Graduate Early (EDGE):

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

¹ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

²MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

³AC 201 has a prerequisite of AC 103.

⁴AC 221 has a prerequisite of AC 103, or AC 108, or AC 201, and IT 101.

⁵AC 234 has a prerequisite of AC 103, or AC 108, or AC 201.

⁶FN 231 has a prerequisite of AC 103, or AC 108, or AC 201.

⁷IT 150 has a prerequisite of IT 101 or IT 102.

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