

ACCOUNTING/BOOKKEEPING

PROGRAM DESCRIPTION:

The Accounting program is designed to: (1) prepare non-transfer accounting students for entry level positions by making the accounting certificate and/or the two-year degree in accounting available to them; (2) prepare transfer accounting students with appropriate background for upper division courses; and (3) provide non-accounting majors with sufficient expertise to enable them to make intelligent use of accounting information.

The Bookkeeping program is intended for individuals desiring to enter the accounting profession with a minimum of course requirements. Upon successful completion of this Chaffey certificate, candidates will possess the knowledge and analytical tools necessary to manage and use accounting data effectively.

CAREER AT A GLANCE:

HOW DO I KNOW IF THIS MAJOR IS FOR ME?

- You enjoy operating computer software programs
- You enjoy inspecting and analyzing documents or reports for accuracy
- You like to record financial data
- You manage your own financial records
- You like to learn about economics, financial markets and banking
- You are comfortable working with people
- You are comfortable working with numbers and calculators
- You like set procedures and routines
- You like working with data and details

Use Focus2Career on your MyChaffey portal to learn more about careers and majors that fit you best.

WHERE CAN I WORK?

Accounting Firms	Insurance Companies
Non-Profit Organizations	Investment Firms
Banks	Labor Unions
Colleges & Universities	Management Consulting Firms
Computer Industry	Small Businesses
Finance Companies	Social Service Agencies
Government Agencies	Stock/Security Brokers
Hospitals	Trade Associations

For more information visit: www.labormarketinfo.edd.ca.gov/OccGuides

HOW DO I GET STARTED?

- Start taking the required accounting courses
- Apply for entry level positions in reception, data entry, or customer service with employers where you would like to promote
- Job shadow and network with accounting professionals

WHAT CAN I DO WITH THIS CERTIFICATE AND/OR ASSOCIATE DEGREE?

<i>Position Title</i>	<i>CA Median Salary</i>
Account Clerk	\$46,103
Accounting Assistant	\$40,450
Accounts Payable	\$40,450
Bookkeeper	\$46,103
Accounts Receivable	\$40,450
Accounting Technician	\$46,103
Audit Clerk	\$46,103
Billing Clerk	\$40,450
Payroll Clerk	\$49,260
Tax Preparer	\$54,990
Timekeeping Clerk	\$49,260
Brokerage Clerk	\$55,550

WHAT CAN I DO WITH HIGHER EDUCATION AND ADDITIONAL TRAINING?

<i>Position Title</i>	<i>CA Median Salary</i>
Accountant	\$75,130
Auditor	\$75,130
Actuary	\$110,130
Compensation Specialist	\$70,030
Budget Analyst	\$84,850
Credit Analyst	\$77,540
Financial Examiner	\$94,430
Financial Planner	\$103,490

For more information about careers, education and training requirements, salary data, and job outlooks visit

www.onetonline.org.

For additional information about career pathways and to find out if this major is a good fit for you visit the Career Center located in MACC 203. Career information was collected from www.onetonline.org and www.bls.gov.

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MAJOR AND COURSE REQUIREMENTS:

LEGEND: G=Grade IP=In Progress N=Need **Bold: Prerequisites** Plain Text: No Prerequisites

<i>Major Requirements for the Associate in Science Degree: (S005)</i>		Grade	IP	Need	Units
ACCTG 1A	Financial Accounting				4
ACCTG 1B	Managerial Accounting				4
ACCTG 70	Cost Accounting (or ACCTG 430*, Accounting for Governmental and Not-for-Profit Organizations, 4, or ACCTGFS 453*, U.S. and California Income Tax Preparation, 4)				3
BUSL 28A	Business Law I				3
BUSTEC 63	Microsoft Office Excel-Comprehensive				3
CIS 1	Introduction to Computer Information Systems				3
STAT 10	Elementary Statistics				4

Student Name: _____

ID#: _____

Date: _____

Counselor: _____

Requirements for the Accounting Certificate: (T005)

Same as the major requirements for the A.S. Degree, plus:

<i>Nine units from the following:</i>		Grade	IP	Need	Units
ACCTG 430*	Accounting for Governmental and Not-for-Profit Organizations				4
ACCTG 435	Payroll Accounting				3
ACCTG 460	Commercial Accounting Software				3
ACCTGFS 453*	U.S. and California Income Tax Preparation				4
CIS 68	Using the Internet				1.5

*ACCTG 430 and ACCTGFS 453 may not be counted twice.

Requirements for the Bookkeeping Certificate: (E115)

<i>*Non-Transcripted*</i>		Grade	IP	Need	Units
ACCTG 435	Payroll Accounting				3
ACCTG 460	Commercial Accounting Software				3
ACCTG 480	Applied Accounting I				3
ACCTG 481	Applied Accounting II				3
BUSTEC 63	Microsoft Office Excel-Comprehensive				3

COUNSELOR NOTES:

\$46 per unit for CA Residents

In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.