ACCOUNTING PARAPROFESSIONAL:
COMPUTER SOFTWARE EMPHASIS

PROGRAM DESCRIPTION:
This program is designed to develop the skills and concepts necessary to obtain entry-level positions in small businesses which use computerized accounting systems.

HOW DO I KNOW THIS MAJOR IS FOR ME?
- You enjoy operating computer software programs
- You enjoy inspecting and analyzing documents for accuracy
- You like to record and summarize financial data
- You are comfortable working with numbers and routine calculating
- You like set procedures and routines
- You like working data and details

WHAT CAN I DO WITH THIS CERTIFICATE?
- Accounting Clerk
- Accounts Receivable Clerk
- Payroll Clerk
- Accounting Assistant
- Accounting Technician
- Timekeeping Clerk
- Accounting Reception
- Audit Clerk
- File Clerk
- Office Clerk

WHERE CAN I WORK?
The pathway provides you with a choice of various work environments including:
- Small Businesses
- Government Agencies
- Insurance Companies
- Bookkeeping Companies
- Business Support Services
- Colleges and Universities

WHAT IS THE POTENTIAL WAGE OUTLOOK?
This certificate may lead to a position as a Bookkeeping, Accounting and Auditing Clerk, which according to the EDD/LMID Occupational Employment Statistics Survey, 2017 the median wage in California was $44,979 annually or $21.63 per hour. For more information, visit www.labormarketinfo.edd.ca.gov/OccGuides.

The job and wage outlook will vary based on the position selected within this major. To review current salary information and job outlook for other occupational titles, visit www.onetonline.org.

WHAT CAN I DO IN THE FUTURE WITH MORE EDUCATION?
The positions below require at least a bachelor’s degree in Accounting. According to O*NetOnline, the median salary in 2016 for Accountants in California was $74,170. You can complete the Business Administration for Transfer Associate Degree at Chaffey to follow this pathway.
- Accountant
- Actuary
- Budget Analyst
- Auditor
- Compensation Specialist
- Revenue Tax Specialist
- Financial Examiner
- Financial Planner
- Financial Planner

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.
### MAJOR AND COURSE REQUIREMENTS:

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

**Requirements for the Accounting Paraprofessional Certificate: (L006)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>IP</th>
<th>Need</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACCTG 1A</td>
<td>Financial Accounting</td>
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<tr>
<td>ACCTG 1B</td>
<td>Managerial Accounting</td>
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<tr>
<td>BUSOT 60A</td>
<td>Microsoft Office Word- Specialist</td>
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<tr>
<td>BUSOT 63</td>
<td>Microsoft Office Word Excel- Comprehensive</td>
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<td>BUSOT 455</td>
<td>Fundamentals of English for Business</td>
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<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
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**Plus six units from the following:**

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<tr>
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<th>Grade</th>
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<th>Need</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCTG 430</td>
<td>Accounting for Governmental and Not-for-Profit Organizations</td>
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<tr>
<td>ACCTG 435</td>
<td>Payroll Accounting</td>
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<tr>
<td>ACCTG 460</td>
<td>Commercial Accounting Software</td>
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<tr>
<td>ACCTGFS 453</td>
<td>U.S. and California Income Tax Preparation</td>
<td></td>
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</table>

$46 per unit for CA Residents

All courses required for a certificate must be completed with a minimum grade of C.

06/13/2018