

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.

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 and summarize financial data
- You are comfortable working with numbers and routine calculating
- 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?

Small Businesses
Government Agencies
Insurance Companies
Bookkeeping Companies
Business Support Services
Colleges and Universities
Government Agencies
Hospitals

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
- Update resume highlighting accounting software proficiencies

WHAT CAN I DO WITH THIS CERTIFICATE?

<i>Position Title</i>	<i>CA Median Salary</i>
Account Clerk	\$46,103
Accounting Receptionist	\$40,450
Accounts Payable	\$40,450
Bookkeeper	\$46,103
Accounts Receivable	\$40,450
Accounting Technician	\$46,103
Billing Clerk	\$40,450
Payroll Clerk	\$49,260
File Clerk	\$30,360
Timekeeping Clerk	\$49,260
Office Clerk	\$40,450

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.

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MAJOR AND COURSE REQUIREMENTS:

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

<i>Requirements for the Accounting Paraprofessional Certificate: (L006)</i>		Grade	IP	Need	Units
ACCTG 1A	Financial Accounting				4
ACCTG 1B	Managerial Accounting				4
BUSTEC 60A	Microsoft Office Word- Specialist				3
BUSTEC 63	Microsoft Office Word Excel- Comprehensive				3
BUSTEC 455	Fundamentals of English for Business				3
CIS 1	Introduction to Computer Information Systems				3

Student Name: _____

ID#: _____

Date: _____

Counselor: _____

<i>Plus six 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

COUNSELOR NOTES:

\$46 per unit for CA Residents

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