

# WHAT DOES AN ACCOUNTANT DO?

Accountants and bookkeepers maintain the financial records for an organization. They are needed in every industry – manufacturing, retail, service, government, educational institutions, and hospitals.

Some activities include:

- Tracking and recording a company's expenditures and receipts.
- Monitoring accounts payable and receivable.
- Calculating profit and loss.
- Preparing financial statements.
- Calculating and preparing payroll.
- Preparing tax documents and annual reports.
- Assisting management in decision-making.

Accounting requires specialized training. For example, accounting today is highly computerized, so learning how to use accounting software applications is very critical. Most employers expect their accounting employees and bookkeepers to have a certificate of completion or an associates degree in accounting.

## Build a solid foundation of ACCOUNTING SKILLS to ADVANCE YOUR CAREER or BUSINESS.

The Certificate of Completion (CCL) and Associates Degree (AAS) in Accounting are designed for students seeking to gain skills and knowledge in the field of accounting and bookkeeping. Possible entry-level positions for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, bookkeeper, accounting intern, or comparable positions. A Certificate of Completion (CCL) in Enrolled Agent is also available for students who are interested in becoming tax preparers.



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## ACCOUNTING CERTIFICATE AND DEGREE



**YOUR FUTURE IN ACCOUNTING STARTS HERE!**



# CERTIFICATE IN ACCOUNTING

Scottsdale Community College (SCC), accredited by the Higher Learning Commission, offers a Certificate in Accounting for students who wish to pursue an entry-level accounting or bookkeeping position in a small to medium-sized company. Students learn the basics of financial and managerial accounting as well as payroll, computerized, and tax accounting for a well-rounded education that will qualify them for a variety of industries. The Accounting CCL leads directly into the Associate of Applied Science in Accounting.



## WHY ACCOUNTING AT SCC?

- The certificate leads seamlessly into the Associates Degree, so no credits are lost if students decide to continue.
- Courses are available in day, evening and online formats.
- Courses are available in an accelerated 8-week schedule.
- Certificate can be completed in as little as two semesters (9 months).
- Those with on-the-job accounting experience can formally certify existing knowledge.
- Small business owners and employees can gain a solid foundation in basic accounting concepts that directly affect their business.

COURSE	DESCRIPTION
<b>ACC111</b> Accounting Principles I (3 credits)	Fundamental theory of accounting principles and procedures.
<b>ACC112</b> Accounting Principles II (3 credits)	Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements.
<b>ACC212</b> Managerial Accounting (3 credits)	Development and analysis of accounting information for managerial planning and control.
<b>ACC105</b> Payroll, Sales and Property Taxes (3 credits)	Tax reporting for payroll, sales, and personal property.
<b>ACC115</b> Computerized Accounting (3 credits)	Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable, and payroll.
<b>ACC121</b> Income Tax Preparation (3 credits) - OR - <b>ACC221</b> Tax Accounting (3 credits)	Preparation of and practical experience in preparing individual federal income tax returns.  Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures.
<b>CIS105</b> Survey of Computer Information Systems (3 credits)	Overview of computer technology, concepts, terminology, and the role of computers in business and society.
<b>CIS114DE</b> Excel Spreadsheet (3 credits)	Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, and production of graphs and reports.
<b>GBS151</b> Introduction to Business (3 credits)	Characteristics and activities of current business including marketing, management and finance.
<b>27 credits total</b>	

## JOB OUTLOOK

Accountants are constantly in high demand and command strong salaries.

According to the Bureau of Labor and Statistics, the median annual wage for bookkeeping, accounting, and auditing clerks was \$40,240.\* The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$25,260, and the highest 10 percent earned more than \$61,650.

The bureau also expects consistent increases in demand for accountants as well.

### Sources:

\* <https://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm#tab-5>

Take Your  
**ACCOUNTING SKILLS**  
to the NEXT LEVEL!

## CONTACT US TODAY

Wanting to take a class? Earn a certificate or pursue a degree? We can help you discover the knowledge and skills to improve your career and your life.

Contact us today to learn more.

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