

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 associate degree in accounting.



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

The Certificate of Completion (CCL) and Associate of Applied Science (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, and accounting intern.



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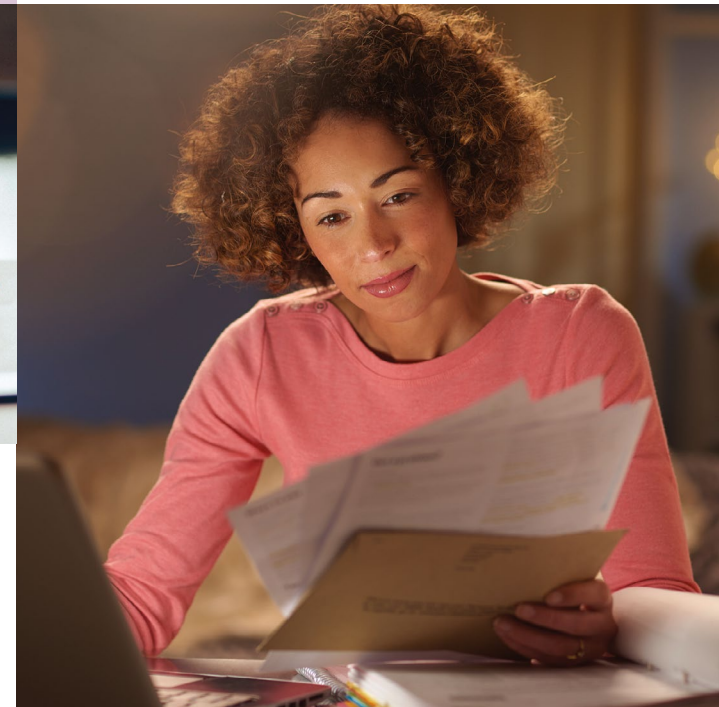
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The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.



SCOTTSDALE
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

ACCOUNTING CERTIFICATE AND DEGREE



YOUR FUTURE AS AN ACCOUNTANT STARTS HERE!

CERTIFICATE IN ACCOUNTING

Scottsdale Community College (SCC), accredited by the Higher Learning Commission, offers both a certificate and an associate degree in accounting for students who wish to pursue an entry-level accounting or bookkeeping position in a small to medium-sized company. In the certificate program, students learn the basics of financial accounting as well as managerial, payroll, computerized, and tax accounting. In the degree program, students not only learn accounting, they also complete general education courses to build a well-rounded credential that can qualify them for a variety of industries. Students who earn the Associate of Applied Science in Accounting also earn the Accounting CCL.

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
ACC111 Accounting Principles I (3 credits)	Fundamental theory of accounting principles and procedures.
ACC112 Accounting Principles II (3 credits)	Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements.
ACC212 Managerial Accounting (3 credits)	Development and analysis of accounting information for managerial planning and control.
ACC105 Payroll, Sales and Property Taxes (3 credits)	Tax reporting for payroll, sales, and personal property.
ACC115 Computerized Accounting (3 credits)	Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable, and payroll.
ACC121 Income Tax Preparation (3 credits) - OR - ACC221 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.
CIS105 Survey of Computer Information Systems (3 credits)	Overview of computer technology, concepts, terminology, and the role of computers in business and society.
CIS114DE 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.
GBS151 Introduction to Business (3 credits)	Examines characteristics and activities of current business trends including marketing, management, and finance.
27 credits total	

CAREER 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 \$47,440 in May 2023.

About 183,900 openings for bookkeeping, accounting, and auditing clerks are projected each year, for the next ten years.*

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

Take Your Financial Services skills to the next level!

SCC can help you discover the knowledge and skills to improve your career and your life.

TO LEARN MORE, CONTACT US TODAY!

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bit.ly/scc-finance

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