

Title: ACCOUNTING TECHNOLOGY/TECHNICIAN AND BOOKKEEPING

Code: 52.0302

Career Cluster: Business, Management & Administration

Certification Required	Certification Method	Occupational Competency Area	Occupational Competency Evaluation
Business, Computer & Information Technology 1603	Instructional (degree program)	N/A	N/A

Description: The accounting program is designed to provide technical administrative support to professional accountants and other financial management personnel. Students learn to use generally accepted accounting principles in manual and computerized formats to complete the steps of the accounting cycle for various forms of business ownership; verify and enter details of transactions from source documents into journals; post transactions to accounts; summarize details of separate ledgers by transferring data to general ledgers; balance records and compile various financial statements and reports; prepare withholding, social security, and other tax reports; compute, type, and mail monthly statements to customers; complete records through the prior balance; and operate calculators, computers, and spreadsheet and accounting application software. Students also receive instruction in business ethics, business law, economics, office procedures and public relations. Students are provided experiences and instruction needed to satisfy initial employment requirements for accounting, computing and data capturing occupations.

Those completing the program may be employed as accounting clerks, credit clerks, payroll clerks, statistical clerks, general bookkeepers, bank clerks/tellers, auditing clerks, billing machine operators and inventory clerks.

Notes: The following certificates are no longer issued but remain valid for teaching in this program:
Accounting 1610
Bookkeeping 1611
Business Education 1600