Title: ACCOUNTING TECHNOLOGY/TECHNICIAN AND BOOKKEEPING
Code: 52.0302
Career Cluster: Business, Management & Administration

<table>
<thead>
<tr>
<th>Certification Required</th>
<th>Certification Method</th>
<th>Occupational Competency Area</th>
<th>Occupational Competency Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business, Computer &amp; Information Technology 1603</td>
<td>Instructional (degree program)</td>
<td>N/A</td>
<td>N/A</td>
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</tbody>
</table>

**Description:** A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

**Notes:** The following certificates remain valid for teaching in this program:

- Accounting 1610
- Bookkeeping 1611
- Business Education 1600

Revised March 2020