

ACCOUNTING TECHNICIAN



The Accounting Technician Certificate Program is designed to equip the student with the necessary skills to be hired as Tax Preparers, Bookkeepers, Accounting and Auditing Clerks, Payroll and Timekeeping Clerks.



ACCOUNTING TECHNICIAN

Degree: Certificate

HEGIS Code: 5002

Curriculum Code: 2615

Campus Location: City and online

Career Opportunities: Tax Preparers, Bookkeeping, Accounting, and Auditing Clerks. Payroll and Timekeeping Clerks

Business & Public Service Division

For Gainful Employment information, please visit this link:
elinks.ecc.edu/gainfulemployment/accountingtechnician/Gedt.html

Program Description

This certificate is designed to fulfill a need in public and private (profit and non-profit) institutions for employees competent at the entry level in a wide array of computer-driven accounting skills. In addition to core accounting courses, the student acquires some depth in taxation, payroll preparation, inventory supervision and critical aspects of Business Law as related to the duties of an accountant. It is NOT designed for transfer into Bachelor of Science (BS) or other higher level programs; however, it will offer depth in functional areas of accounting and could assist those planning on taking promotional Civil Service exams and those who may wish to complete the Certified Bookkeeper requirements.

Program Competencies

- Demonstrate understanding of the accounting equation.
- Identify, describe and interpret the major accounting statements.
- Demonstrate, manually and with software, the journalizing, posting, etc., of the proprietary and corporate entries.
- Explain the major methods of IRS and textbook depreciation computation.
- Illustrate the cost flow assumptions of periodic and perpetual inventory systems.
- Show competency in the preparation of federal and state income tax forms for individuals and for the major forms of corporations.
- Use research skills to prepare a variety of internal and external accounting statements and reports.
- Prove sufficient understanding of contracts and other elements of business law to assure that techniques of bookkeeping do not violate common law, federal and state laws and generally accepted business practices.



CURRICULUM

Total Degree Credits: 30.0

First Year, Fall Semester

- BU 121 Accounting Principles I (4 cr)
- BU 131 Computer Applications in Business (3 cr)
- BU 140 Introduction to Business (3 cr)
- BU 261 Business Law I (3 cr)
- BU ____ Business Elective (3 cr)

First Year, Spring Semester

- BU 122 Accounting Principles II (4 cr)
- BU 221 Computerized Accounting (4 cr)
- BU 225 Introduction to Income Tax (3 cr)
- BU 231 Business Systems (3 cr)



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