

Program Goals and Objectives

The creation of a Proficiency Award in Accounting will provide students with the skills needed for entry-level bookkeeping positions in small businesses.

LMI Data

The labor market for bookkeeping, accounting, and auditing clerks is growing at a rate of 8.5% in the regional area of Ventura, Santa Barbara and Los Angeles counties. The location of Moorpark College is between two counties (Ventura and Los Angeles) and allows for a greater regional area for prospective employment beyond the city of Moorpark:

Table 2 is a reflection of the current labor market in the local regional area commonly employing students from Moorpark College. The location of Moorpark College is between two counties (Ventura and Los Angeles) and allows for a greater regional area for prospective employment beyond the city of Moorpark. Currently, the overall labor market for these selected job titles is at a rate of 8.5% with 164,180 annual job openings in the designated regional area.

Selected Accounting Related Occupational Titles Showing Rate of Growth for Regional areas including Ventura County, Santa Barbara County and Los Angeles County

Table 2

Occupational Titles	Year Projected	2013	2020	Change	% Of Change (growth)	Median Earning
Accountant and Auditors	2013-2020	63,620	68,613	4,993	8%	\$33.82
Budget Analysts	2013-2020	3,871	3,909	38	1%	\$38.33
Bill and Account Collectors	2013-2020	20,683	22,404	1,721	8%	\$17.83
Bookkeeping, Accounting, and Auditing Clerks	2013-2020	73,432	80,428	7,005	10%	\$19.28

Source: MSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

By offering this Proficiency Award, Moorpark College could attract additional non-transfer students who are seeking accounting education and training.

The Business Advisory Committee at its spring 2017 meeting supported the introduction of a certificate in accounting. The BAC members identified computerized accounting and

spreadsheet as skills that were necessary but lacking in employees in the accounting field. They also recommended inclusion of a course in payroll accounting.

Catalog Description

The accounting Proficiency Award program is designed to provide students with the skills and knowledge required for entry-level bookkeeping positions in small businesses. The program encompasses classroom instruction and extensive hands-on application with both manual and computerized accounting systems. To earn a Proficiency Award in Accounting, students must complete 9 specified units below.

There are no prerequisites for the program. BUS M01 Introduction to Business, ENGL M02 Introduction to College Writing, and Math M01 Elementary Algebra, are recommended prior to taking the required courses in the program.

Student Learning Outcomes

- Upon completion of the program, students will be able to record and post original business transactions, and adjusting and closing entries
- Students will be able to prepare basic financial statements

Program Requirements

PROGRAM OF STUDY		
<u>Accounting Proficiency Award</u>		
The accounting Proficiency Award program is designed to provide students with the skills and knowledge required for entry-level bookkeeping positions in small businesses. The program encompasses classroom instruction and extensive hands-on application with both manual and computerized accounting systems. To earn a Proficiency Award in Accounting, students must complete 9 specified units below.		
ACCT M01	Introduction to Accounting	Units 3
	or	
ACCT M110	Financial Accounting	3
ACCT M62	Quickbooks	3
ACCT M70	Payroll Accounting	3
		Units
Total Units		9

PID 591

The Proficiency award requires students to take three accounting courses and will prepare them for immediate employment in small businesses.

Enrollment and Completer Projections

Since offering the required courses online, we have seen significant increases in enrollment. We expect that 50 students per year will complete the program and earn the degree annually.

Place of Program in Curriculum/Similar Programs

As all three classes are required in the Certificate of Achievement in Accounting, the Proficiency Award is a clear pathway to the Certificate of Achievement, and the AS degree in Accounting.

Similar Programs at Other Colleges in Service Area

- Allan Hancock
 - Certificate of Accomplishment in Bookkeeping
- Santa Barbara
 - Skills Competency Award in Bookkeeping
 - Departmental Award in Accounting/Bookkeeping Level I
 - Departmental Award in Accounting/Bookkeeping Level II
 - Departmental Award in Accounting/Bookkeeping Level II
- Oxnard College
 - Proficiency Award in Accounting for Entrepreneurs