**Certificate of Achievement: Bookkeeping Technician Narrative**

**Item 1. Program Goals and Objectives**

Successful completion of the Bookkeeping Technician Certificate of Achievement will provide students with the minimum essential skills in accounting, computerized accounting, business communication, business information systems, and microcomputer spreadsheet software which are in demand in today's dynamic workforce.

**Student Learning Outcome:**

* Implement an accounting system [a set of books] for both a service and a retail business structure, using accounting software.
* Apply transaction analysis and input transactions into the accounting system; process the data; prepare financial statements
* Prepare schedules, data analysis, and reports using Spreadsheet software.

## Item 2. Catalog Description

Designed for those students with no prior accounting or computerized accounting experience who desire to acquire the fundamental skills necessary for an entry-level bookkeeping position in today's workforce. Successful completion of the Bookkeeping Technician Certificate of Achievement will provide students with the minimum essential skills in accounting, computerized accounting, business communication, business information systems, and microcomputer spreadsheet software which are in demand in today's dynamic workforce.

## Item 3. Program Requirements

**Certificate of Achievement: Bookkeeping Technician**

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| **Requirements** | **Dept. Name/#** | **Class Title** | **Units** | **Proposed Sequence** |
| Required Core  (21-24 units) | **ACCT 7**  **BUS 183**  **CIS 101**  **BUS 212**  **ACCT 101**  **ACCT 12**  **CIS 133**  **OR**  **BUS 290** | Basic Business Bookkeeping  Business Mathematics  Introduction to Business Information Systems  Business Communication  Principles of Accounting I  Computerized Accounting  **Advanced Microcomputer Spreadsheets Software**  **OR**  **Work Experience in Business** | **3**  **3**  **4**  **3**  **4**  **3**  **1**  **OR**  **2-4** | First Semester  First Semester  First Semester  First ***or*** Second Semester  Second Semester  Second Semester  Second Semester  **OR**  Second Semester |
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## Item 4. Master Planning

## The proposal for the Certificate of Achievement: Bookkeeping Technician is the result of our Business & Technology Advisory Board Committee Meeting in Spring 2017. Participants included accounting faculty, a counselor from the College of Business at San Diego State University (SDSU), community business owners, the VITA Program Coordinator, and former SWC students (now attending SDSU). We focused on a review of all our current accounting programs and certificates with the goal of ensuring that completion of said certificates/programs would result in a well-trained and competitive candidate possessing the desired skillset required in todays workforce. Our review resulted in our need to create this certificate which will replace our “Micro Technician Bookkeeper Certificate of Proficiency”.

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## There is a definite need for well-trained accounting staff in our community. There is a demand for entry-level accounting clerks, accounts receivable and accounts payable clerks, and bookkeeping professionals in the San Diego area. Accounting clerk positions can earn an annual median wage of $44,616. With more than 15,000 bookkeeping-related positions, we need to provide our students with the skills they need to fill these positions. The jobs are there. The need for qualified accounting professionals continues to grow. We need to prepare our students get those jobs.

## Student Success is one of the primary goals of our school. Providing students with the tools they need to begin a career in the field of accounting supports that goal. The Certificate of Achievement: Bookkeeping Technician is relevant to our region. The demand for bookkeeping technicians exists. We need to help our students take advantage of that demand by making sure they are well-prepared.

## Item 5. Enrollment and Complete Projections

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Based on a review of the data provided in Item #5 (Enrollment and Complete Projections) of the Bookkeeping Technician Narrative attached, most of the classes included in the proposed Bookkeeping Technician Certificate of Achievement have had enrollments increase between the 16-17 and 17-18 academic years. With the current and forecasted demand for entry-level bookkeepers, this certificate should prove to be very desirable and enrollments should continue to increase. In an effort to even further increase the enrollments, and ultimately increase completions of this Certificate, it is believed that offering one section of Acct 7 (Basic Business Bookkeeping) each semester, instead of only once a year, will provide students with the opportunity to complete the Bookkeeping Technician Certificate of Achievement within two semesters – start to finish. Increasing completions of all certificates and degrees has become significantly more important as the new Student Success Funding Formula demonstrates.

## Item 6. Place of Program in Curriculum/Similar Programs

## Once the Certificate of Achievement: Bookkeeping Technician is approved, and active, the current “Micro Technician Bookkeeper Certificate of Proficiency (02320)” can be inactivated.

## The Certificate of Achievement: Bookkeeping Technician will replace the “Micro Technician Bookkeeper Certificate of Proficiency (02320)

## Related programs offered currently by the college are:

## Accounting Associate in Arts Degree (Transfer Preparation) (Major Code: 01110)

## Accounting Associate in Science Degree (Career/Technical Major) (Major Code: 02011)

## Accounting Certificate of Achievement (Career/Technical) (Major Code: 02012)

## Micro Technician Bookkeeper Certificate of Proficiency (Career/Technical) (Major Code: 02320)

## Payroll Clerk Certificate of Proficiency (Career/Technical) (Major Code: 02142)

## Item 7. Similar Programs at Other Colleges in Service Area

## Southwestern College is currently the only Community College located in the South Bay. We are the only Community College within reasonable commuting distance for residents of Chula Vista, Imperial Beach, South San Diego, San Ysidro, National City, and Tijuana, Mexico. Consequently, we are the only community college to offer these career/technical, and transfer preparation accounting programs to meet the needs of our students in the South Bay. Many of our students are financially challenged and must use public transportation. Southwestern college is located within a reasonable commuting distance from their homes.

## Item 8. LMI

## Labor Market Information (LMI) Occupational Profile

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| **Bookkeeping, Accounting, and Auditing Clerks** |
| **(SOC Code: 43-3031)** |
| **in San Diego County** |

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Employers usually expect an employee in this occupation to be able to do the job after Moderate-term on-the-job training (1-12 months).  
  
San Diego County is the same as San Diego-Carlsbad MSA.

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| **Occupational Wages** | [[Top]](javascript:window.scrollTo(0,0);) |

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| **Area** | **Year** | **Period** | **Hourly Mean** | **Hourly by Percentile** | | |
| **25th** | **Median** | **75th** |
| San Diego-Carlsbad MSA | 2017 | 1st Qtr | $21.91 | $17.22 | $21.45 | $25.68 |

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| **Occupational Projections of Employment (also called "Outlook" or "Demand")** | [[Top]](javascript:window.scrollTo(0,0);) |

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| --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Estimated Year-Projected Year** | **Employment** | | **Employment Change** | | **Annual Avg Openings** |
| **Estimated** | **Projected** | **Number** | **Percent** |
| San Diego-Carlsbad MSA | 2014 - 2024 | 15,310 | 15,420 | 110 | 0.7 | 160 |