



**Business
Technologies**

ACCOUNTING AND FINANCE

ABOUT THE PROGRAM

All industries require personnel with accounting skills. The Accounting instructional program at CCCC focuses on many business functions and emphasizes learning generally accepted accounting principles. Students successfully completing the Accounting Program can expect to gain knowledge and skills like analyzing financial and non-financial business data, interpreting data for reporting purposes, using applicable accounting standards, forming recommendations for business leadership based upon proper data analysis, demonstrating acceptable written communication skills, updating manual and computerized accounting records using journals and ledgers, preparing financial statements and reports for internal and external use, and other necessary skills to enter an accounting-based environment.



CCCC Career Community

Students interested in Business Technologies tend to be analytical, organized, and work well with others and in teams. Graduates find jobs in a wide variety of fields, including law firms, medical offices, financial institutions, management, government, and not-for-profit organizations.

R I A S E X C X



Possible Employment In Industry

Accounts Payable/Receivable
Accounting Clerk
Income Tax Preparer
Payroll Specialist
Budget Analyst



Top Employers In Region

COTY
H&R Block
Local CPA Firms



Occupational Statistics

Medium Salary Range

\$40,040 annually (accounting clerk)

\$39,920 annually (income tax preparer)



www.cccc.edu



Degrees

Associate in Applied Science in Accounting and Finance (A25800; Lee Main Campus - Day Program, Selected Evening; Distance Education) Five Semesters (Summer Included)



Diplomas

Accounting and Finance (D25800; Lee Main Campus - Day Program, Selected Evening; Distance Education) Three semesters (Summer Included)



Certificates

Income Tax Preparer (C25800T0), Payroll Accounting (C25800P0), Small Business (C25800) (LMC - Day Program, Selected Evening; Distance Education)
Short term: Notary Public



Transfer Options

Contact the program lead below to discuss options.



Additional Program Costs

None



State Licensure/Exams/ Industry Certifications

None



Additional Admissions Process

None



Skills In Demand For Program And Industry

General business knowledge
Communication skills
Customer service orientation



Work-Based Learning Information

None



To find all program planning guides, contact information, and more, scan the QR code or visit www.cccc.edu/programs