

ACCOUNTING

About the Program

San José City College offers a Certificate of Achievement and an Associate in Science (AS) degree in Accounting. This curriculum provides training for paraprofessional accountants, payroll clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring special skills in general bookkeeping and machine bookkeeping. Students may achieve an employment skill through this one-year program. An advanced course in the certificate must be taken at San José City College.

A grade of "C" or better is required for each course in the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major or area of emphasis if the course is taken on a Pass/No Pass basis.

Career Options

- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist

Certificates/Degrees

- Certificate of Achievement – Level 2
- AS Degree

For additional information, see a counselor, visit the Career/Transfer Center, or contact the following:

Maria Plancarte, (408) 288-3172
 maria.plancarte@sjcc.edu

Business and Workforce (408) 288-3131
 Development Division

Associate Degree

- Accounting - Associate in Science (<http://courseleaf.sjcc.edu/degrees-certificates/accounting/accounting-associate-science/>)

Certificate

- Accounting - Certificate of Achievement (<http://courseleaf.sjcc.edu/degrees-certificates/accounting/accounting-certificate-achievement/>)