

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 "C" grade or better is required in all required major and certificate courses including the approved program elective courses.

Career Options

- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist

Certificates/Degrees

- Certificate of Achievement – Level 2
- A.S. Degree

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

Maricela Martinez, (408) 288-3798
maricela.martinez@sjcc.edu

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/>)