

## Certificate Form

**Certificates of Achievement (if applicable):**

- A. An Annual Update must be completed for each Certificate of Achievement program.
- B. Programs with stackable certificates fill out the following form, which is included in the related degree program review.
- C. Stand-alone certificates fill out the entire Annual Update.

**Name of Program:**    \_\_\_\_\_Accounting\_\_\_\_\_

Certificate Name	JSC	CA	Is the certificate stackable?	Is the certificate a stand alone program?
Bookkeeping Certificate of Achievement		X	Yes, with Accounting	

Please discuss the following questions regarding all area Certificates of Achievement (CA):

1. List certificates that are proposed for addition. n/a
2. List certificates that are proposed for deletion. n/a
3. For this CA, what are the SOC codes (Occupational Titles and codes) that students who complete the CA will be able to obtain entry-level employment in, and what are the projected annual openings and median salary for each occupational title? Bookkeeping, Accounting, and Auditing Clerk SOC Code 43-3031.00 Annual openings in Kern County: 350 with estimated employment of 3,490 positions (188,600 in California.) Median wage \$21.63/hr in California, \$18.75 in Kern County.
4. For this CA, what process was followed to ensure the required and possible elective courses were adequate for entry level employment (such as advisory committee input, surveys, industry feedback, licensing or accreditation agencies)? How often do/will you re-examine the effectiveness of certificate requirements? These courses are the standard courses for the degree throughout California. We periodically check with the local employment agencies regarding our coursework requirements. Very few local employers employ entry-level bookkeepers; they strongly prefer experienced bookkeepers with a certificate. Most of our students who complete the certificate do have work experience in this area, so it is difficult to evaluate the added value of the certificate to their employment search.
5. What is your annual completion target (number of certificates awarded) for this CA? We have capacity for approximately 60 students per year based on the availability of the capstone course. However, most students who are eligible for this certificate do not apply to obtain the certificate; they either complete

the related AA degree or their intention is to transfer to a four-year school. Based on student preferences for the higher degree, our target is 20 certificates per year.

6. What was the number of awards in this CA for each of the past (five, since available) years?

24, 15, 20, 16, 19 (2012-13, 13-14, and 14-15, 15-16, 16-17, respectively)

Based on your results, what changes could you make in your program to meet or continue to exceed your target (such as course content, scheduling/sequence, outreach, instructional strategies)? Our target was close to being met in the most recent year; issuing certificates by default (rather than waiting for students to apply for them) would likely double the number of certificates. All students who earn the AA in Accounting are eligible for the certificate, but very few of them apply.

7. Based on what you know about your area, what emerging/potential institutional factors (internal) and industry factors (external) will impact this certificate? How are you planning to incorporate these factors in your planning and evaluation of this certificate?

The demand for bookkeepers is constant. All entities need bookkeepers. As businesses expand, they do not necessarily add bookkeepers as bookkeeping is not generally a value-added cost.

The process of bookkeeping is basically unchanged since the Renaissance. Automation is constantly evolving, but all automated systems operate by employing the same 16<sup>th</sup> century method of processing business information. Our students learn how an accounting system works and experience several basic types of automated systems hands-on while at BC. As more types of automated systems are available, we will incorporate them into our capstone course. We are considering revising the curriculum to include a standalone QuickBooks course.