

## What can you do with a major in Accounting?

**Campus(s) program is offered: Appalachian, Canton, Marietta, North Metro & Paulding**

**What are the most likely job titles one can expect to qualify for after completing this program?**

- Payroll clerk
- Accounts Payable Clerk
- Accounting Assistant
- Accounts Receivable Clerk
- Bookkeeper
- Financial Assistant
- Billing Clerk
- General Ledger Clerk
- Customer Accounting Clerk
- Tax Clerk
- Auditing clerk

**What do students express as the thing they enjoy the most about this program?**

- Quality Courses
- Experienced Faculty
- Challenging Textbooks

**What is the least?**

- Would like more accounting courses offered
- Wish summer semester was longer

**What are some typical misconceptions about this program of study?**

- Accounting is a hard subject to grasp
- Only “smart” students will be successful in the program
- Only accounting majors need the Financial Accounting 1 course.

**What are some essential skills and abilities a student needs to have in order to be successful in program of study?**

- Organization and planning
- Decision making
- Operation of office equipment
- Problem solving
- Written and oral communication
- Attention to detail
- Accounting database fundamentals
- Prioritizing
- Spreadsheet fundamentals

**What are typical skills and abilities that a student gains once he/she has completed this program?**

- Skill in typing
- Knowledge of various income tax and payroll accounting software
- Knowledge of an accounting software package: QuickBooks
- Ability and knowledge to be successful in an accounting position
- Exposure to the Microsoft Office suite of programs

**Typical work activities/occupational functions:**

- Assist in general accounting
- Billing customers
- Processing accounts payable
- Preparing payroll
- Process accounts receivable

**What additional training would you recommend for a student who wants to go to the next level in this field?**

Take additional courses if necessary and view education as a life-long learning experience.

**Do any of the occupational courses transfer easily?**

Some 4-year institutions accept all of the courses in a 2-year degree. Some take half. Some take none. Students should contact the institution where they wish to enroll to see what courses will transfer. As a general rule, most 4-year institutions will accept the general education core courses.

**What are some common limitations, if any, in this program that students face?**

No limitations; except that some 4-year institutions are not as willing to accept a 2-year college's credits as transfer credit.

**Are there any exams/certifications that a student needs to take after completing the courses? Are these exams/certifications offered on campus?**

Currently, there are no exams/certifications that a student must take. However, a student should check to see what certifications are available within their chosen job title.

**Possible employment settings:**

Any organization or business that provides services to the public or other businesses; finance, auditing, accounting firms, government, and nonprofit organizations.

**Names of potential employers:**

Bank of America	Cherokee Association Realtors	Cobb County Government
American Security Insurance Co.	Wells Fargo Bank	City of Roswell
L C Tech LLC	Racetrac Petroleum	Providence Label
Childress Klein Properties	Data Monitor Systems	

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