EMPLOYMENT OPPORTUNITIES

According to the U.S. Bureau of Labor Statistics, graduates of an Accounting Technology program can expect to find steady employment opportunities at a reasonable salary in every industry and sector, including government, healthcare organizations, human resources departments, and marketing companies. The changing economy will result in the need for more financial transactions and other accounting activities that require these types of workers. The job outlook for qualified graduates is strong and is expected to continue to increase.

ACCREDITATION

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, certificates and short certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679.4500 for questions about the accreditation of Bishop State Community College.

GAINFUL EMPLOYMENT

For information on the employment of Bishop State students in various programs of study, please visit www.bishop.edu/gainemployment/html.

NONDISCRIMINATORY STATEMENT

The Alabama State Board of Education through the Alabama Department of Postsecondary Education proclaims nondiscriminatory practices in Alabama two-year institutions under the jurisdiction of the Alabama State Board of Education. It is the official policy of the Alabama Department of Postsecondary Education and Bishop State that no persons shall, on the basis of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

STUDENT SERVICES AVAILABLE

Admissions......................................................(251) 405.7000
Program Instructors........................................(251) 405.7195
.................................................................(251) 405.7123
Financial Aid /Veterans Affairs......................(251) 405.7015
Services for Students with Disabilities.............(251) 405-7028

For information, call (251) 405.7000 local 1 (800) 523.7235 (in-state long distance)
A Great Place To Start™

www.bishop.edu

A Member of the Alabama Community College System

Founded 1927
The mission of the Accounting Technology program is to prepare students for entry-level employment in the accounting field. Students are taught fundamental accounting principles and procedures and how to utilize state-of-the-art accounting software. Written and oral communications, critical thinking, teamwork, and time management skills are also emphasized.

Those with an aptitude for numbers, strong attention to detail, and proficiency with computers, calculators, and other office machinery, are well suited for this program. Upon graduation, possible positions include accounts payable, accounts receivable, and payroll clerks in the fields of manufacturing, distribution, healthcare, and the automotive business, to name a few.

Students of this program have the option to obtain the Certified Bookkeeper (CB) designation or the Certified Payroll Professional (CPP) designation. With these certifications and additional skill sets, students will have increased employment opportunities.

**ADMISSION PROCEDURES**

Obtain an Admissions Application on the Main Campus or log on to www.bishop.edu. Be prepared to furnish an official copy of your high school transcript or a copy of the General Equivalency Diploma (GED) Certificate issued by the appropriate state education agency. You will then take the COMPASS test (required by the Alabama State Department of Education) or provide documented proof of exemption. After all of your enrollment materials have been submitted and you have been accepted for admission, you will be notified by the College via mail. Then, you will meet with an advisor for academic advisement and course selection.

**PROGRAM COSTS**

Bishop State offers high quality instruction at an affordable cost. Tuition and fees are among the lowest in the state of Alabama.

**FINANCIAL AID**

A number of financial aid opportunities are available: Pell Grant, Veterans Benefits, Federal Supplemental Education Opportunity Grant (FSEOG), Work Study and scholarships, including senior citizen scholarships. Apply for financial aid online at www.fafsa.gov.

Visit www.bishop.edu for further information.