

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.



A Great Place To Start™

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



MAIN CAMPUS

351 N. Broad Street
Mobile, AL 36603-5898

For information, call (251) 405.7000 local
1 (800) 523.7235 (in-state long distance)
or visit www.bishop.edu

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ACCOUNTING TECHNOLOGY

MAIN CAMPUS



A Great Place To Start™

www.bishop.edu

A Member of the Alabama Community College System
Founded 1927

ACCOUNTING TECHNOLOGY

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.

PROGRAM REQUIREMENTS

Associate in Applied Science Accounting Technology (ACT)

General Education Courses:	Credit Hours: 25
ENG 101 English Composition I	3
ART 100 Art Appreciation or	
MUS 101 Music Appreciation	3
CIS 146 Microcomputer Applications	3
SPH 106 Fundamentals of Oral Communication or	3
SPH 107 Fundamentals of Public Speaking	
MTH 100 Intermediate College Algebra (or higher math)	3
BIO 103 Principles of Biology I or	
Other Natural Sciences	4
ECO 231 Principles of Macroeconomics or	
ECO 232 Principles of Microeconomics or	3
Other History, Social, Behavioral Sciences	3

Required Courses:	Credit Hours: 24
ACT 115 Intro. to Accounting Computer Resources	3
ACT 145 Basic Accounting Procedures	3
ACT 246 Microcomputer Accounting	3
ACT 249 Payroll Accounting	3
BUS 147 Introduction to Finance	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 271 Business Statistics I	3

Electives:	Credit Hours: 15
OAD 101 Beginning Keyboarding	3
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 276 Human Resource Management	3
BUS 285 Principles of Marketing	3

Total Credit Hours: 64



Visit www.bishop.edu for further information.