



What Can I Do with This Major?

Accounting – Professional Bookkeeping

Accounting is the “language of business” and involves the measurement, processing, and communication of financial information. Accounting information is used to help business owners and managers make business decisions. Accounting information is also used by bankers, investors, auditors and regulatory bodies, such as the IRS. This program provides entry-level bookkeeping skills to those considering the bookkeeping/accounting field and will enhance the skills of currently employed individuals to facilitate advancement opportunities.

AVC Certificates & Degrees

- Accounting – Professional Bookkeeping certificate and associate degree

Examples of Work Industries & Employers

General Accounting Office
Human Resources Departments
Hospitals
Social Service Agencies
Schools
Public Accounting firms
Sole Practitioners
Tax Preparation Services

Possible Job Titles

Bookkeeper
Bookkeeping Clerk
Accounting Clerk
Auditing Clerk
Tax Preparer
Payroll Accountant