

Careers

Accountants are professionals who keep, audit, and inspect financial records for individuals or businesses. They also may be hired to prepare various financial and tax reports. Accountants are employed with public or private accounting firms or federal, state, or local governments. Accounting clerks maintain general ledgers, record business transactions, and prepare financial reports. Payroll clerks input data from time sheets, balance payroll runs, produce federal, state, and local tax payments, and answer employee questions. Procurement clerks create purchase orders for the acquisition of materials. They research, interview, and negotiate with suppliers to obtain prices and specifications.

Salary

Students with two-year accounting degrees qualify for entry-level positions in bookkeeping and accounting, and as auditing clerks, tellers, payroll clerks, and procurement clerks. In 2007, median annual salaries for bookkeeping, accounting, and auditing clerks were \$29,610. Starting salaries for candidates with four-year degrees in accounting averaged \$45,723 a year.

According to online career sites, a bookkeeper with an associate's degree and one to three years' experience may earn from \$31,500 to \$36,560 annually.

Job Outlook

Employment for accountants and auditors is expected to grow as the number of businesses increase and grow. Professional recognition through certification or licensure, proficiency in accounting and auditing software, and strong interpersonal and communication skills will continue to be strong qualifications for job candidates. Specializing in a particular area, such as information systems, government regulations, or international business, provides

additional benefits for job seekers in a competitive market.

Education & Training Options

Montgomery College offers an associate of applied science degree (A.A.S.) and a certificate program in accounting. (*See reverse for accounting curriculum.*)

■ Degree

The accounting curriculum is designed to prepare students for employment in accounting. The A.A.S. curriculum, developed in conjunction with accounting professionals, is suitable for working in business, nonprofit private organizations, and all levels of government. This degree is not intended for students wishing to earn a bachelor's degree in accounting and/or become a CPA. Transfer students should enroll in business transfer program.

Graduates may find employment in such areas as accounting, finance, treasury, auditing, tax, cost, and systems.

■ Certificate

An accounting certificate curriculum is offered for students who want to upgrade their professional skills, but who do not want to complete a two-year degree.

■ Skills Upgrade

Anyone who holds a bachelor's degree and wants to upgrade their skills may benefit from the accounting courses included in the curriculum, especially those that fulfill most of the course requirements to sit for the Certified Public Accountant (CPA) exam.

Contact @ MC

Germantown Campus240-567-7722
www.montgomerycollege.edu/Departments/acctrv
Rockville Campus240-567-5137
www.montgomerycollege.edu/Departments/acctgt

Accounting Curricula

Degrees, Certificates, and Letters of Recognition

Montgomery College is authorized by the Maryland Higher Education Commission (MHEC) to offer four degrees (associate of arts, associate of science, associate of applied science, and associate of arts in teaching) and certificates. In addition, the College recognizes students who satisfactorily complete certain course sequences with letters of recognition.

Some curricula are offered at all campuses, whereas others are limited to one or two. When a curriculum is offered at a specific campus, it is indicated by G for Germantown, R for Rockville, or TP for Takoma Park/Silver Spring.

Admission to Montgomery College is open to all.

Math, English, and reading assessment tests are required prior to registering. (Some students may be exempt from assessment. Consult the *Montgomery College Catalog* for criteria.) Financial aid and scholarships are available to qualified candidates.

Take the next step.

Complete an Application for Admission form (available online @ www.montgomerycollege.edu/admissions/mcadmiss.htm) or call 240-567-5000 for information.

Accounting A.A.S. (G, R): 301

First Semester

AC 201	Accounting I	4
BA 101	Introduction to Business	
	or	
MG 101	Principles of Management	3
	EC elective*	3
EN 101	Techniques of Reading and Writing I	3
	Mathematics foundation	3

Second Semester

AC 201	Accounting I	4
BA 101	Introduction to Business	
	or	
MG 101	Principles of Management	3
	EC elective*	3
EN 101	Techniques of Reading and Writing I	3
	Mathematics foundation	3

Third Semester

AC 207	Intermediate Accounting I	4
	Health foundation	1 (3)
MG 201	Business Law	3
	Electives†	6

Fourth Semester

AC 208	Intermediate Accounting II	4
AC 219	Business Finance	3
	Elective†	3
	Natural sciences lab distribution	4

Total credit hours 60 (62)

* Select EC 105, EC 201, or EC 202.

† Select any accounting course numbered 209 or higher (except AC 219) or a statistics course (BA 210 or MA 116).

Accounting Certificate (G, R): 167

Required Courses

AC 201	Accounting I	4
AC 202	Accounting II	4
AC 207	Intermediate Accounting I	4

Electives

Select four courses from accounting courses numbered 208 or higher and MG 201.

Total credit hours 24 (25)