

PROGRAM APPROVAL APPLICATION
NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED
(This application may not exceed 3 pages)

Fill In Form

Proposed Program Title
 Computerized Accounting Systems (Certificate of Achievement)

Projected Program Start Date
 Fall 2017

College
 Rio Hondo College

District
 Rio Hondo

Contact Information

Voting Member
 Bruce Noble

Title
 LAOCRC – Voting Member

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 562-463-7354

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Goal(s) of Program (Check all that apply):

- Career Technical Education (CTE) Transfer Other

Type of Program (Check all that apply):

- Certificate of Achievement 12-17 (or 17-27 quarter) units Certificate of Achievement 18+ semester (or 27+ quarter) units
 Associate of Science Degree Associate of Arts Degree

Reason for Approval Request (Check One):

- New Program Substantial Change Locally Approved

Program Information

050200 – Accounting Recommended [Taxonomy of Program \(TOP\) Code](#)

_____ Units for Major-Degree

_____ Total Units for Degree

16 – 16.5 Required Units-Certificate

Written Form

1. Insert the description of the program as it will appear in the catalog. (See PCAH pp. 142 and 170)

This program is designed to provide students with basic accounting skills and knowledge necessary to obtain entry-level accounting and other accounting support positions in small and medium-sized businesses which use computerized accounting systems. It will prepare students for advancement opportunities in the field of accounting.

2. Provide a brief rationale for the program.

The objective of the Computerized Accounting Systems Program is to provide skills through traditional teaching methods and contextual learning techniques with an emphasis on practical "hands on" education that will give the students an added "edge" in the job. It will increase the number of students who will complete a degree and improve success and retention rates since this COA-CAS is a milestone achievement for those students working towards an Accounting Certificate of Achievement or an Associate Degree in Accounting. As this COA is being created due to the increasing demand for workers with computerized accounting system training, this certificate serves to meet the lifelong learning needs of the community by offering a program based on community interest.

The objective of the Computerized Accounting Systems Program is to provide skills through traditional teaching methods and contextual learning techniques with an emphasis on practical "hands on" education that will give the students an added "edge" in the job.

1. Develop in the student a broad-based skill set or competencies that will lead to success working as an accounting clerk utilizing Computerized Accounting Systems.
 2. Utilize a sequence of courses with industry advised curriculum input that will lead to improvement of entry level skills and abilities of future employees.
 3. Organize the Computerized Accounting Systems curriculum into a recognized credit program that is acknowledged on the student transcripts.
 4. Identify career ladder opportunities in the Accounting Industry.
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3. Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program. (See PCAH pp. 85-88, 136, 147, 148, 165, 168, and 176)

The Employment Development Department Labor Market Information systems indicates a robust anticipated need for new and incumbent workers with Computerized Accounting Systems training. The current 2014-2017 COE LMI employment projection data for representative Computerized Accounting Systems occupations and related specialists in the Los Angeles-Orange County areas is indicated in the following table. The annual openings requirement for the representative occupations indicates approximately four thousand two hundred (4,200) openings annually. Community College accounting program completer data, indicates an average degree/large and small certificate and IPEDS/other postsecondary (bookkeeping, office technology, clerical and general office) completer rates of about thirteen hundred (1,300) CAS training can and will benefit all business professions in our ever changing global economy. Interest in CAS at Rio Hondo College has grown due to the increasing application and reliance of computerized accounting applications in all types of businesses

SOC Code	Occupational Title	Typical Entry Level Education	2014 Jobs	2017 Jobs	2014-17 Change	% Change 2014-17	Openings (New + Replacements)	Annual Openings	10% Hourly Earnings	Median Hourly Earnings
13-2082	Tax Preparers	HS diploma or equivalent	5,622	5,645	23	0.4%	534	178	\$12.75	\$20.78
43-3021	Billing and Posting Clerks	HS diploma or equivalent	25,624	27,233	1,609	6.3%	3,088	1,029	\$11.18	\$17.61
43-3031	Bookkeeping, Accounting, and Auditing Clerks	HS diploma or equivalent	76,914	80,278	3,364	4.4%	5,553	1,851	\$11.90	\$19.47
43-3051	Payroll and Timekeeping Clerks	HS diploma or equivalent	8,976	9,367	391	4.4%	1,017	339	\$14.30	\$21.61
43-9199	Office and Administrative Support Workers, All Other	HS diploma or equivalent	22,544	23,037	493	2.2%	2,423	808	\$9.88	\$13.40
Grand Total			139,989	145,884	5,894	4.2%	12,655	4,218	\$11.64	\$18.35

4. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (There is space for 10 listings, if you need more, please contact laocrc@rscdd.edu)

College	Program	Who You Contacted	Outcome of Contact
ALL	Accounting	LAOCRC Voting Members	Supported by: IVC, LA Valley, Cypress – No other comments or exceptions.

5. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (There is space for 20 listings, if you need more, please contact laocrc@rscdd.edu).

Courses	Course Number	Course Title	Units
ACCT	101	Financial Accounting	4
CIT	107	Microsoft Excel	3
MGMT	108	Business Writing	3
Or			
MGMT	208	Business Communications	3
Or			
ENGL	101	College Composition and Research	3.5
ACCT	106	Computerized Accounting	3
ACCT	103	Payroll Accounting	3

6. Include any other information you would like to share.

According to the U.S. Bureau of Labor Statistics Occupational Outlook published January, 2014, national employment of bookkeeping, accounting, and auditing clerks is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. Per the Bureau, job growth for these workers is largely driven by overall economic growth. As the number of organizations increases, more bookkeepers will be needed to keep these organizations' books. In addition, in response to the recent financial crisis, investors will pay increased attention to the accuracy of corporate books. Stricter regulation in the financial sector will create demand for accounting services, creating opportunities for accounting clerks. The U.S. Bureau of Labor Statistics viewpoint is consistent with the views shared by Rio Hondo College Accounting Advisory Committee. This advisory committee consists of industry members, university professors and recent community college graduates. This committee meets annually to discuss the current employment environment and makes recommendations for program enhancements so that Rio Hondo will remain current with industry trends. The Advisory Committee recommends the certification of CAS.

