

# BOOKKEEPING, CERTIFICATE OF ACHIEVEMENT (COA)

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## Program Information

### College

Oxnard College

### Program Title

Bookkeeping, Certificate of Achievement (COA)

### Start Term

Fall 2024

### Catalog Edition

2024-2025

## Program Narrative

### Program Goals and Objectives

**Must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose.**

The Certificate of Achievement in Bookkeeping will provide instruction on the fundamentals of accounting, along with hands-on training using the most popular current bookkeeping software for small businesses to prepare students for entry-level bookkeeping positions. Students who complete the certificate will possess knowledge and experience in the three areas most desired by accounting firms and other businesses for entry-level bookkeeping positions—basic accounting knowledge, proficiency in Excel, and proficiency in QuickBooks.

### Evidence of Need

**The proposal must demonstrate a need for a program that meets the stated goals and objectives in the region the college proposes to serve with the program.**

Bookkeeping and accounting are jobs that are in demand and that demand is projected to remain steady throughout the South Central Coast region. About 183,900 openings for bookkeeping, accounting, and auditing clerks are projected each year, on average. All of those openings are expected to result from the need to replace workers who transfer to other occupations or exit the labor force, such as to retire.

The median annual wage for bookkeeping, accounting, and auditing clerks was \$45,860 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$30,460, and the highest 10 percent earned more than \$65,540.

In May 2022, the median annual wages for bookkeeping, accounting, and auditing clerks in the top industries in which they worked were as follows:

Finance and insurance \$47,410  
 Construction \$47,190  
 Professional, scientific, and technical services \$47,000  
 Wholesale trade \$46,220  
 Retail trade \$39,880

Most bookkeeping, accounting, and auditing clerks work full time. They may work longer hours to meet deadlines at the end of the fiscal year, during tax time, or when monthly or yearly accounting audits are performed.

## Program Student Learning Outcomes

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**Upon completion of this program a student will be able to:**

1. Define and apply; the accounting cycle, double-entry accounting, and the closing process.
2. Illustrate in an Excel worksheet; numbers, text, functions, formulas, as well as chart creation.
3. Process financial information for both manual and computerized systems, as well as produce appropriate output.

## Catalog Description

**Includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.**

The Certificate of Achievement in Bookkeeping signifies that students have learned the fundamental elements of bookkeeping. Specifically, students completing this certificate will possess a working knowledge of the accounting cycle, and be able to proficiently use both Excel spreadsheets and QuickBooks, the two programs used by most small businesses for their bookkeeping functions. After earning this certificate, students will be qualified for a variety of office positions including bookkeeper, accounting assistant, or junior financial analyst.

## Program Requirements

**Includes course requirements and sequencing that reflect program goals.**

Course ID	Title	Units/Hours
<b>Required Core Course</b>		
BUS R001	Preparation for Accounting	3
BIS R123	Microsoft Excel	3
ACCT R106	Computerized Accounting	3
<b>Total Required Units for Certificate</b>		<b>9</b>

## Plan of Study

**Includes a list of courses organized by the suggested semester a student should enroll. Make sure to align the plan of study with when courses are typically offered.**

Year 1		
Fall Semester		Units/Hours
BUS R001	Preparation for Accounting	3
BIS R123	Microsoft Excel	3
ACCT R106	Computerized Accounting	3
<b>Units/Hours</b>		<b>9</b>
<b>Total Units/Hours</b>		<b>9</b>

## Master Planning

**Address how the degree/certificate fits in the mission, curriculum, and master planning of the college and higher education in California.**

The mission statement of Oxnard College is: "Oxnard College transforms lives by offering equitable access to multiple educational and career pathways. Our academic programs and student services prepare students to enrich their communities and to succeed socioeconomically, professionally, and personally."

This Certificate of Achievement (COA) in Bookkeeping fits the mission, curriculum and master planning of the college and higher education in California. Our current Business/Accounting department provides solid foundational courses for transfer and various business & accounting degrees, but this COA is also an opportunity to interweave several courses into career opportunities for students.

The opportunity to enhance the Accounting Program at Oxnard College helps us build on the interconnectedness of this program and allow us to strengthen community relationships, establish and grow employer-incentivized workforce training and education, as well as build studies for the future world of work today.

The courses for this COA are taught by existing faculty in the Business and Accounting Departments at Oxnard College who have specialized degrees, training, experience, and certifications. The existing resources at Oxnard College are sufficient to offer this COA.

## Enrollment and Completer Projections

**Projection of number of students to earn certificate annually.**

We expect a minimum of 30 students will enroll in at least one of the three subject classes, starting in fall of 2025. None of the 3 classes require a pre-requisite, and all 3 classes are planned to be offered in fall of 2025, so it is possible for 30 COAs to be earned and awarded in this same semester. We hope and expect that this number will grow as news of this Program reach both students and employers. We base the projection of 30 students on the following historic enrollment in a current *QuickBooks* course, showing interest in this content:

ACCT R810 QuickBooks 1  
Spring 2024: 28 students

Fall 2023: 14 students

Spring 2023: 20

## Place of Program in Curriculum

### How the degree/certificate fits in the college's existing program inventory.

Oxnard College currently offers the following related programs:

- Certificate of Achievement: Business Management
- Associate in Science: Business Management
- Associate in Science for Transfer: Business Administration
- Proficiency Award: Marketing for Entrepreneurs

We designed this certificate as a reflection of the desires and demands of our local businesses, as articulated by the Business and Technology Advisory Committee, to nurture an educated and strong workforce who have the necessary skills for job-ready employment and career opportunities. We created this certificate with a core business mindset, in order to encourage and promote a stronger business undergirding that includes well-trained entry-level book keepers. This certificate provides a successful career pathway.

## Similar Programs at Other Colleges in Service Area

### Justification of need for program in the region.

We have studied the offerings provided at our sister colleges in the district (Moorpark College and Ventura College), as well as Cuesta College, Allan Hancock College, and Santa Monica College, which all also offer Certificates in Bookkeeping (or similar programs with slightly different names). Because we have employers who are in our service area (including the cities of Oxnard and Camarillo) we can justify our need for this program to provide employees to the companies in our service area. These local businesses have need for bookkeepers, best served by local residents, as borne out by the Labor Market Statistics and Analysis.

More generally, Business Administration programs are considered a mainstay of most colleges, since every city or town has businesses that require accountants. Therefore, it is not surprising that all other colleges within the region also offer local A.S. degrees and Certificates of Achievement in Business-related areas.

There is enough student demand for all of these programs to maintain their market share in their locations without saturating the local job markets or competing with the other colleges in a way that hurts their overall business enrollments.

## Transfer Preparation Information