

## Small Business Accounting 6 unit certificate

This certificate prepares individuals to perform the basic duties and responsibilities required of an entry-level accounting clerk or bookkeeper utilizing accounting software.

### Required Courses

#### ACC-65 Computerized Accounting (3 units)\*

Prerequisite: ACC-1A or ACC-55

This course focuses on basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises.

Plus, an additional 3 units from the following courses:


#### ACC-1A Principles of Accounting (3 units)\*

Advisory: BUS-20

An introduction to accounting principles and practices. Includes recording, analyzing and summarizing procedures used in preparing financial statements.

#### ACC/CAT-55 Applied Accounting/Bookkeeping (3 units)

An introductory course for students who are non-accounting.



\*This class transfers toward one or more CSUSB or CalPoly majors. Visit [www.assist.org](http://www.assist.org) or the Counseling office for details.

## Small Business Accounting

Tuition \$46/unit • Duration of Study: 8 months

A Certificate in Small Business Accounting will be awarded upon completion of the required course (6 units). Please refer to the Norco College Catalog or visit the Counseling Center.

### Job & Wage Information

- Accounting Clerk  
Wage Range\*: \$17.18-26.75  
3% decrease in employment expected in CA 2019-2029; 22,490 openings annually  
More info: <http://bit.ly/AccountingClerkNC>
- Bookkeeper/Billing Clerk  
Wage Range\*: \$15.50-21.73  
10% increase in employment expected in CA 2019-2029; 6,770 openings annually  
More info: <http://bit.ly/BookkeeperNC>

\*2020, Riverside/Ontario/San Bernardino Metro Area

What type of interests might be a good fit for this career choice?



### Conventional

People who like to work with data, have numerical or clerical ability. Prefer structured situations over ambiguous ones.

For more information on careers that fit this category of interests, visit the Career Center in the Center for Student Success.

### What's Your School?

**SCHOOL OF**  
**Business &**  
**Management**

Visit [www.norcollege.edu/business](http://www.norcollege.edu/business) for more information about this program.