

Gaston College Accounting Diploma

The Accounting diploma is designed for individuals entering, upgrading, or retraining in the accounting profession. Special emphasis is placed upon the use of technology resources in assembling, analyzing, processing, and communicating information about financial operations. In addition to course work in accounting principles, income taxes, payroll accounting, and accounting spreadsheet applications, students will study business law and computers. Related skills are developed through the study of expository writing and professional research and reporting. Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Occupational Outlook Handbook Information (www.bls.gov)

Employers usually prefer bookkeeping, accounting, and auditing specialists to have at least a high school diploma and some accounting coursework or relevant work experience. Accounting specialists should also have good communication skills, be detail-oriented, and trustworthy.

Education and training. Most bookkeeping, accounting, and auditing specialists are required to have a high school degree at a minimum. However, having some college is increasingly important and an associate degree in business or accounting is required for some positions. Although a bachelor's degree is rarely required, graduates may accept bookkeeping, accounting, and auditing clerk positions to get into a particular company or to enter the accounting or finance field with the hope of eventually being promoted.

Once hired, bookkeeping, accounting, and auditing specialists usually receive on-the-job training. Under the guidance of a supervisor or another more experienced employee, new clerks learn company procedures. Some formal classroom training also may be necessary, such as training in specialized computer software.

Other qualifications. Experience in a related job and working in an office environment also is recommended. Employers prefer workers who can use computers; knowledge of word processing and spreadsheet software is especially valuable.

Bookkeeping, accounting, and auditing specialists must be careful, orderly, and detail-oriented in order to avoid making errors and to recognize errors made by others. These workers also should be discreet and trustworthy because they frequently come in contact with confidential material. They should also have good communication skills because they increasingly work with customers. In addition, all bookkeeping, accounting, and auditing specialists should have a strong aptitude for numbers.

Contact Information

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