



# Fast Track to Career, Accelerated Certificate

## Office Technology to Bookkeeping Pathway

### PROGRAM OVERVIEW

- **Accelerated Certificate Pathways:** Fast-track your education with flexible programs tailored for adult learners.
- **8-Week Courses:** Stay on track with most courses being 8 weeks.
- **Earn Stackable Certificates:** Build your skills step-by-step, advance your career at your own pace, and boost your income potential
- **Work-Based Learning Opportunities:** Gain experience through career events, hands-on projects, and internship opportunities!



### HOW TO GET STARTED

- 1 Complete an [interest form](#) to participate in the Accelerated Certificate program.
- 2 Meet with an Accelerated Program contact (We will contact you!)
- 3 Submit appropriate CCCApply application
  - [MiraCosta application](#) (for credit courses)
  - [MiraCosta's Continuing Education application](#) (for non-credit courses)
- 4 Register for courses in SURF (We will send you the list!)

CONNECT WITH US!



Interest Form

### CERTIFICATE & CAREER PROGRESSION IN BOOKKEEPING

#### Office Clerk Certificate of Completion

- Optional Noncredit Certificate -

**Career Opportunities \$18-\$29/hour**

Correspondence Clerks; Insurance Claims and Policy Processing Clerks



#### Accounting Assistant Certificate of Proficiency

**Career Opportunities \$21-\$30/hour**

Billing and Posting Clerks; Payroll and Timekeeping Clerks; Accounting Assistants; New Accounts Clerks



#### Bookkeeping Certificate of Achievement

**Career Opportunities \$30-\$43/hour**

Tax Examiners and Collectors, Revenue Agents; Tax Preparers; Bookkeeping, Accounting Clerks (Bookkeepers)

#### \*Enrolled Agent Certification Opportunity

- 1) Complete ACCT 145, 146, 147, and 149
- 2) Pass Enrolled Agent Exam

# Fast Track to Career, Accelerated Certificate

## Office Technology to Bookkeeping Pathway

This plan assumes full-time attendance. Part-time track is also available for students who cannot take four courses per semester. Students should meet with a MiraCosta counselor for further information regarding the most efficient and equitable pathway. [Miracosta.edu/counseling](http://Miracosta.edu/counseling)

### Office Clerk Certificate of Completion, Noncredit

Noncredit courses, optional noncredit certificate

#### OPTIONAL TERM - SPRING OR FALL

Course	Schedule
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#### 1st 8 weeks

NCBOT 20: Specialized Documents for Business	8 weeks
NCVOC 31: Beginning Microsoft Word	8 weeks
NCVOC 39: Beginning Microsoft Excel	8 weeks

#### 2nd 8 weeks

NCBOT 30: Office Skills & Procedures	8 weeks
NCWFP 11: Applied Computer Skills	8 weeks

### Accounting Assistant Certificate of Proficiency, Credit

14 credit units (ACCT 101, 104, 148 or transfer courses+ 1 elective course)

#### TERM 1 - SPRING

Course	Units	Schedule
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#### 1st 8 weeks

ACCT 101: Practical Accounting (Or ACCT 201 - Transfer)	4	8 weeks
ACCT 104: Payroll Accounting	3	8 weeks

#### 2nd 8 weeks

ACCT 102: Practical Accounting II (Or ACCT 202 - Transfer)	4	8 weeks
ACCT 148: QuickBooks	3	8 weeks

### Local Internship Opportunity, Credit

#### SUMMER

Course	Units	Schedule
ACCT 292: Internship Studies	Varies	6-8 weeks

### Bookkeeping Certificate of Achievement, Credit

25-26 credit units (ACCT 104, 145, 148, 149, 158, CSIT 128 or transfer courses + Accounting Sequence)

#### TERM 2 - FALL

Course	Units	Schedule
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#### 12 weeks

ACCT 158: Business Math (Or BUS 204 - Transfer)	3	12 weeks
ACCT 145: Individual Income Tax (Or ACCT 146 or ACCT 147)	4	12 weeks

#### 2nd 8 weeks

ACCT 149: IRS Volunteer Prep	2	8 weeks
CSIT 128: Excel for Business (Or CSIT 110 - Transfer)	3	8 weeks

Courses that count toward an Associate Degree for Transfer in Business Administration.