

# COMPUTER SPECIALIST: ACCOUNTING PROGRAM



Your Path to Purpose  
BEGINS HERE

CENTRAL COAST  
COLLEGE  
a Legacy Education Institution



## Computer Specialist Accounting Courses Include:

- Microsoft Office
- Business Accounting
- Accounting and Collections
- QuickBooks
- Spreadsheets

## Why CCC?

Central Coast College provides hands-on, comprehensive training that prepares you for a career in a broad scope of opportunities to give you better job options in the future. We offer day and night classes so that you can complete your program around your lifestyle. The CCC staff is qualified and caring with a focus on helping you to succeed providing real tools to thrive in your next work environment. Central Coast College provides job placement assistance. The college makes no claims guaranteeing employment upon graduation. Federal Financial Aid may be available, to those who qualify.

## Let's Get Started

Call CCC Today

(831) 424-6767

[www.CentralCoastCollege.edu](http://www.CentralCoastCollege.edu)

## If you have an eye for detail and like working with numbers, a career in Accounting is right for you. Central Coast College (CCC) is a great place to get trained.

The Computer Specialist: Accounting program at Central Coast College prepares you for a career in accounting with an emphasis on General Ledger, Accounts Payable and Receivable, Payroll as well as Microsoft Office® programs training.

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**Total Program Length:** 48 Weeks

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**Total Classroom Hours:** 680 Hours (249 Lecture + 321 Lab + 110 Externship)

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## Career Highlights & Opportunity

As a Computer Specialist in Accounting, you will be a support team member, completing administrative and bookkeeping tasks using computers and related software programs provide facts, figures and financial information that is needed in business.

## Job Outlook

According to the Bureau of Labor Statistics\*, overall employment of accountants and auditors is projected to grow 6% from 2021 to 2031. The BLS also reported that accounting, tax preparation, and payroll services employed the highest number of such workers among all industries. Computer accounting specialists perform a variety of accounting duties using state-of-the-art computer technology. They work in positions such as payroll clerk, bookkeeper, accounting clerk, and accounting receptionist. In a smaller business, they may keep the general ledger or contact customers as part of the job.

\* (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm>)

## Accreditation & Approval

Accreditation and approval guarantees students, faculty and the public that the programs at Central Coast College meet objective and rigorous third-party standards of educational practices. Our institution is Accredited by ACCET (Accrediting Council for Continuing Education and Training) and Licensed by BPPE (Bureau for Private Postsecondary Education).

