

# Bookkeeping

## Degree Type

Certificate

## Program Description

For those interested in numbers and financial records, the Bookkeeping Certificate credential will provide you with eight essential courses to get you started on the path to a career in bookkeeping. This certificate provides the skills needed to become a bookkeeper without committing to an entire associate degree program.

After graduating with the Bookkeeping Certificate, graduates may wish to pursue the Accounting A.A.S. degree. All courses required for the Bookkeeping program are also required for the Accounting degree; therefore, Bookkeeping graduates will be able to use all successfully completed course credits towards an Accounting degree. Successful completion of the Accounting degree will then prepare the student for certification through the American Institute of Certified Bookkeepers (AIPB) Certified Bookkeeper designation.

This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please [click here](#).

## Career Opportunities

1. Public or Private Accounting
2. Bookkeeping
3. Financial Statement Preparation
4. Technology Services/Designing Accounting systems
5. Federal Tax Return Preparation and Advice
6. General Accounting/Accounting Assistant
7. Inventory Specialist/Analyst
8. Accounts Payable/Receivable Specialist

## Program Objectives

**Upon completion of the program, the student will be able to:**

1. Develop, measure, analyze, validate, and communicate financial information.
2. Complete the accounting cycle from transaction to analysis to financial statement preparation to closing the books at the end of each fiscal period.
3. Use automated accounting software to develop, measure, analyze, validate, and communicate financial information.

## Obtaining the Certificate

**To earn the Certificate, students must:**

- Matriculate into the program.
- Satisfactorily complete all certificate requirements.

## Required Courses

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 175	Accounting Principles II	3
ACC 220	Automated Accounting	3
ACC 230	Managerial Accounting	3
ACC 260	Federal Taxation of Individuals	3
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3
ACC 221	Excel for Accounting	3
<b>Total Credits</b>		<b>24</b>

### Course Sequencing

## Fall 1

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 260	Federal Taxation of Individuals	3
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3

## Spring 1

Course Code	Title	Credits
ACC 175	Accounting Principles II	3
ACC 220	Automated Accounting	3
ACC 230	Managerial Accounting	3
ACC 221	Excel for Accounting	3