

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 |
| CIT 103 | Microsoft Excel | 3 |
| | Total Credits | 24 |

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 |
| CIT 103 | Microsoft Excel | 3 |