

BOOKKEEPING CERTIFICATE OF ACHIEVEMENT

This curriculum provides training for entry-level accounting positions including general accounting clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring technical skills in general accounting and computerized bookkeeping. A grade of "C" or better in each course is required to receive a certificate.

Program Learning Outcomes:

- Apply knowledge of payroll and tax accounting to identify and record economic events.
- Prepare and record accounting entries in accordance with generally accepted accounting principles using both manual and computerized accounting systems.
- Create and analyze financial statements and communicate results to end users.

Course	Title	Units
ACCTG 022	Payroll Accounting	4
ACCTG 030	QuickBooks	3
ACCTG 095	Individual Income Tax CTEC Approved	5
ACCTG 101	Bookkeeping for Small Business	3
BIS 007	Business Writing Skills	3
BIS 102	Microsoft Excel	3
Total Units		21