

ACCOUNTING-BOOKKEEPING: CERTIFICATE OF ACHIEVEMENT

Successful completion of the Bookkeeping Certificate program will provide the skills necessary for an entry-level accounting clerk or bookkeeping job.

Career Opportunities

Bookkeeper Accounting Clerk.

Program Learning Outcomes

1. Students will analyze and record accounting transactions.

Certificate Requirements

Code	Title	Units
Required Courses		
ACCT-120	Introduction to Accounting	3
ACCT-125	Financial Accounting	5
ACCT-126	Managerial Accounting	5
ACCT-127	Introduction to Accounting with Quickbooks	3
BUSI-100	Introduction to Business	3
BUSI-103	Legal Environment of Business	3
COMS-165	Microsoft Excel	3
Total Units		25