

BOOKKEEPING CERTIFICATE

Program Description

The Bookkeeping Certificate offers a comprehensive understanding of essential bookkeeping principles, practices, and software applications. Designed for individuals seeking foundational knowledge in accounting, this program covers topics such as recording financial transactions, preparing financial statements, and utilizing accounting software to manage financial data effectively. Participants will gain practical skills and knowledge to pursue entry-level bookkeeping positions or advance their careers in accounting.

Program Outcomes

Upon completion of the Bookkeeping Certificate, students will be able to:

1. 1. Recall and list fundamental bookkeeping principles and concepts.
2. 2. Explain the importance of accurate bookkeeping in maintaining financial records.
3. 3. Apply bookkeeping principles to record financial transactions accurately.
4. 4. Analyze financial statements to identify errors and discrepancies.
- 5.

Career Considerations

Completing the Bookkeeping Certificate can lead to career opportunities in various industries, such as accounting firms, small businesses, and corporate finance departments. With this credential, individuals can pursue roles as bookkeepers, accounting clerks, or financial assistants, providing a solid foundation for further career advancement in the field of accounting.

Program Course Requirements

Course	Title	Credits
First Year		
First Term		
BA 151	Practical Accounting I	4
Credits		4
Second Term		
BA 128	Accounting Applications I	2
Credits		2
Third Term		
BA 129	Accounting Applications II	2
Credits		2
Second Year		
Third Term		
BA 177	Payroll Accounting	4
Credits		4
Total Minimum Credits		12

Advising Notes

- This degree path is designed for a Fall term start, please see advisor to ensure you are following the right path to reach your goals.