

ACCOUNTING

Bookkeeping Certificate Program

The Bookkeeping Certificate Program provides educational training to those seeking employment in the specialized area of bookkeeping. The certificate in bookkeeping can be earned in three semesters and is fully transferable to the Associate of Applied Science Degree of Accounting.

NOTE: Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201

A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

			Credits
ACCT 201	Fundamentals of Accounting I	OR	4
ACCT 175	Fundamentals of Accounting IA	AND	(3)
ACCT 176	Fundamentals of Accounting IB		(3)
AOAP 117	Business Communication		3
COSC 125	Business Microcomputer Applications		3
AOAP 115	Practical Business Math Procedures		3
ACCT 202	Fundamentals of Accounting II		4
ACCT 216	Spreadsheet Accounting		3
ACCT 218	Computerized Accounting		3
ACCT 220	Payroll Accounting		3
ACCT 221	Intermediate Accounting		3
ACCT 232	Income Tax-Individual & Proprietors		3
ACCT 242	Cost & Managerial Accounting I		3
ACCT 255	Certified Bookkeeper (CB) Capstone Course		3

Total Credits 38-40

Option: Upon completion of this certificate program, students will be provided with precise information regarding the National Certified Bookkeeper Examination offered by the American Institute of Professional Bookkeepers.

