

# Bookkeeping/Accounting

## Certificate of Completion

### 33 credit hours

The Bookkeeping/Accounting certificate program is designed to prepare students for entry into the accounting profession at positions ranging from entry-level single function, to full-charge bookkeepers. This one-year program emphasizes internal accounting procedures, preparation of financial statements and simple tax returns. Upon program completion students will be able to:

- Demonstrate the accounting skills needed to meet the demand in the industry.
- Demonstrate the accounting skills needed to obtain the designation of Certified Bookkeeper.
- Demonstrate the accounting skills needed to continue toward meeting the requirements for an Associate's of Applied Science Degree in Accounting.
- Apply a basic foundation in accounting to other business functions such as economics, finance, management, and marketing.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

## Certificate Requirements

ACCT 201 - Introduction to Financial Accounting – 4

ACCT 202 - Introduction to Managerial Accounting – 4

ACCT 204 - Basic Income Tax – 3

ACCT 215 - Certified Bookkeeping – 3

ACCT 209 - Microcomputer Accounting – 3

BUS 241 - Business Mathematics – 3

ENG 102 - English Composition – 3

ENG 233 - Writing for Technical Professionals – 3

IS 151 - Basic Computer Skills – 3

MATH 104 - Preparatory Algebra – 4