

DEGREES & CERTIFICATES

BOOKKEEPING CERTIFICATE OF ACHIEVEMENT (CA)

About the Program

Bookkeeping clerks along with accounting and auditing clerks are an organization's financial record keepers. They update and maintain one or more accounting records. All of these clerks make numerous computations each day. In small businesses, bookkeeping clerks handle all financial transactions and recordkeeping. In large offices and accounting departments, the clerks have more specialized tasks, such as accounts payable or accounts receivable. The responsibilities vary by level of experience. While you can work as a bookkeeper without certification, if you want to advance in your career, you should become a Certified Bookkeeper. Certified Bookkeepers are also able to sustain independent firms that provide bookkeeping services to small businesses.

Program Goals and Objectives

Upon completion of this program, the student will understand accounting terms and uses as they apply to business; have knowledge of financial statements and their importance to a business, vendors, creditors, and customers; and be able to set-up and process a company's accounting information and Payroll System through the use of computers.

Career Opportunities

Some people who complete bookkeeping certificates may continue on with their education and obtain a more advanced degree, but others may choose to gain work experience in entry-level accounting positions. A bookkeeping certificate can prepare individuals for jobs such as: Bookkeeper, Accounting Assistant, Auditing Clerk, Financial Reporting Clerk, Accounting Technician, Accounts Payable, and Accounts Receivable Administrator.

Program Outcomes

- Upon completion of the Certificate of Accomplishment in Bookkeeping, students are able to perform a variety of functions in an accounting department, including; using accounting software to analyze and record financial transactions, analyze payroll transactions, prepare trial balance, file payroll tax returns, prepare and analyze invoices, calculate interest rates, shipping terms and prepare financial statement.

Learning and Career Pathway Maps

[View LPC Program Map](#)

Required Core: (16 Units)

BUSN 30 Business Ethics and Society or	3
BUSN 52 Business Communications.....	3
BUSN 51 Accounting for Small Businesses.....	3
BUSN 55 Business Mathematics.....	3
BUSN 61 Quickbooks Accounting.....	2
CIS 54 Excel: Introduction to Spreadsheets.....	4
WRKX 94 Occupational Work Experience/Internship or	1 - 8
WRKX 95 General Work Experience.....	1 - 6