

# BOOKKEEPING, CERTIFICATE OF ACHIEVEMENT

Successful completion of the Bookkeeping Program will provide the skills necessary for an entry-level job as a bookkeeper, accounting clerk or auditing clerk. Students will learn how to keep accurate accounting records for assets, liabilities, and equity, including revenues, expenses, accounts receivable, accounts payable, and payroll. They will be able to complete bank reconciliations, payroll tax reports, and simple federal and state income tax returns. A code of ethics will be stressed throughout the program. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Bookkeeping or an Associate Degree Accounting.

Course ID	Title	Units/ Hours
<b>Required Courses</b>		
BUS V02	Income Tax Fundamentals	3
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations	3
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3
<b>Total Units</b>		<b>18</b>

Year 1		
Fall Semester		Units/Hours
BUS V02	Income Tax Fundamentals	3
BUS V03	Introduction to Accounting	3
BUS V08	Computerized Accounting	3
<b>Units/Hours</b>		<b>9</b>
Spring Semester		
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations	3
BUS V17 or BUS V62	Computer Applications or Microsoft Excel	3
<b>Units/Hours</b>		<b>9</b>
<b>Total Units/Hours</b>		<b>18</b>

Upon successful completion of this program, students will be able to:

- Demonstrate an understanding of basic accounting procedures
- Analyze, process and prepare financial information within established protocols.
- Present and interpret financial information