

BOOKKEEPING, CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Bookkeeping signifies that students have learned the fundamental elements of bookkeeping. Specifically, students completing this certificate will possess a working knowledge of the accounting cycle, and be able to proficiently use both Excel spreadsheets and QuickBooks, the two programs used by most small businesses for their bookkeeping functions. After earning this certificate, students will be qualified for a variety of office positions including bookkeeper, accounting assistant, or junior financial analyst.

| Course ID | Title | Units/ Hours |
|---|----------------------------|-----------------|
| Required Core Course | | |
| BUS R001 | Preparation for Accounting | 3 |
| BIS R123 | Microsoft Excel | 3 |
| ACCT R106 | Computerized Accounting | 3 |
| Total Required Units for Certificate | | 9 |

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

- Define and apply; the accounting cycle, double-entry accounting, and the closing process.
- Illustrate in an Excel worksheet; numbers, text, functions, formulas, as well as chart creation.
- Process financial information for both manual and computerized systems, as well as produce appropriate output.