

**Area of Study: Business and Information Technology**  
**Pathway: Bookkeeping**  
**Type: Certificate**  
**Curriculum Code: BUS.BKK.CERT (C416A)**

(Total Program Credits: 16)

The Bookkeeping Certificate includes the minimum business and accounting requirements for students seeking bookkeeper positions. Students will gain the necessary background in business and introductory accounting courses, and the ability to use business software applications most common in businesses. Graduates of this certificate may obtain positions as a bookkeeper or other entry-level business, accounting, or financial roles.

**PROGRAM LEARNING OUTCOMES:**

At the successful completion of the Bookkeeping Certificate, the graduate will be able to:

- assemble the entire accounting cycle by analyzing business transactions, composing journal entries, preparing trial balances, and reporting the results in the financial statements;
- list advantages and disadvantages of entrepreneurship, partnership, C corporation, S corporation, and a limited liability company;
- manage a new company file, chart of accounts, bank accounts, customer invoices, accounts receivable and accounts payable, and reports in QuickBooks; and
- manage workbooks, formulas, and data by using appropriate Excel tools.

**Program Map for Full-Time Students**

Semester One: Fall	Category	Stackable Certificate	Stackable Degree	Next Steps
ACC 101 Financial Accounting (4)	<i>Required</i>			Meet with your <a href="#">Academic Advisor</a> to finalize your academic plan for graduation and register for stackable certificate/degree (option).  Submit graduation petition by deadline (check for the specific date in catalog or syllabus.)
BUS 102 Small Business Accounting (3)	<i>Required</i>			
BUS 107 Microsoft Office in Business Applications (3)	<i>Required</i>			
BUS 141 Introduction to Business (3)	<i>Required</i>			
CIS 155 Microsoft Excel I (3)	<i>Required</i>			

16 Credit hours

See ACC course descriptions (p.); BUS course descriptions (p.), and CIS course description (p.).

**Coordinator:** Dr. William M. Griffin, Ext. 3579