

BOOKKEEPING CERTIFICATE OF ACHIEVEMENT



This certificate is for students who need very specific training in the area of bookkeeping, either to obtain the necessary skills for an entry level office position, start their own business, or provide technical competence for advancement within the office environment.

Program Learning Outcomes

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

- Apply bookkeeping concepts, principles, standards and processes.
- Demonstrate information technology skills as they apply to today's business environment to solve business problems and to communicate those solutions.
- Use personal and ethical frameworks to respond to ethical dilemmas.

Certificate Requirements

Code	Title	Units
BOT-123	Comprehensive Excel, Level I	1
BOT-124	Comprehensive Excel, Level II	1
BOT-125	Comprehensive Excel, Level III	1
BOT-174	Computer Concepts and Applications	3
BUS-109	Elementary Accounting	3-4
or BUS-120	Financial Accounting	
BUS-128	Business Communication	3
or BUS-125	Business Law: Legal Environment of Business	
BUS-129	Payroll Accounting and Business Taxes	2
BUS-176	Computerized Accounting Applications	2
Total Units		16-17

Note: BUS-109 Elementary Accounting may be taken instead of BUS-120 Financial Accounting for the Bookkeeping certificate only.

Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Bookkeeping. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.