

ACCOUNTING - BOOKKEEPING

Certificate of Completion

#24089

The Accounting - Bookkeeping Certificate provides basic accounting skills and knowledge, preparing the student for entry-level positions as an accounting clerk in areas such as bookkeeping, accounts receivable, accounts payable, inventory tracking and reporting, bank reconciliation, expense reporting, and account analysis.

Program Learning Outcomes

- Students will explain the concept of double-entry accounting within the categories of asset, liability, owner's equity, revenue and expense account.
- Students will use computerized accounting software to process accounting transactions.
- Students will analyze business transactions, and journalize and post transactions to ledger accounts.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Required Coursework

| Course Prefix | Course Name | Units |
|-------------------------|------------------------------------------------------------------|-------|
| VOC BA07 or VOC BA72 | Principles of Accounting - Financial Bookkeeping - Accounting | |
| VOC BA75 | QuickBooks for Accounting | |
| VOC BA76 | Excel for Accounting | |