

# VOC: ACCOUNTING - BOOKKEEPING

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## #24089

The Bookkeeping Certificate provides the student with the basic skills and knowledge for entry-level positions within the clerical/accounting field. Common duties performed in this field are posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting and account analysis. The sequence can be completed in one year, and courses are offered Fall and Spring semesters.

### 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) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Coursework

VOC BA07 Principles of Accounting - Financial  
or VOC BA72 Bookkeeping - Accounting

VOC BA75 Using Microcomputers in Financial  
Accounting

VOC BA76 Microcomputers in Managerial Accounting  
or VOC BA68 Business Mathematics