

VOC: ACCOUNTING - BOOKKEEPING

#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

Course Prefix	Course Name	Units
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	