

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	