

ACCOUNTING - BOOKKEEPING (CERTIFICATE E0504)

Business Division

Certificate E05014

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 tracing/reporting, bank reconciliation, expense reporting, and account analysis.

Required Courses

Course Prefix	Course Name	Units
BUSA 7	Principles of Accounting - Financial	5
or BUSA 72	Bookkeeping - Accounting	
BUSA 75	QuickBooks for Accounting	3
BUSA 76	Excel for Accounting	3
Total Units		11

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Explain the concept of double-entry accounting within the categories of asset, liability, owner's equity, revenue and expense account.
- Use computerized accounting software to process accounting transactions.
- 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.