

BUSINESS, CERTIFICATE OF ACHIEVEMENT

Bookkeeping

This program can be completed 100% online.

The Certificate of Achievement, Bookkeeping shows that you have acquired the knowledge and skills necessary to be successful working in a bookkeeping position in the business world and makes you more marketable and appealing to employers.

Outcomes

Students completing the certificate will:

- Possess knowledge of and be ready to perform basic functions of bookkeeping/accounting procedures and duties as required in entry level bookkeeping/accounting positions, such as assistant bookkeeper/accountant, accounting trainee, or business owner.
- Demonstrate proficiency in using accounting computer software (e.g. Peachtree and QuickBooks) to do basic bookkeeping/accounting and prepare basic accounting reports.
- Be prepared to pursue opportunities for professional development, career change, and pursuance of Associate and higher degrees in accounting or related disciplines.

Gainful Employment

While all of the educational programs at Truckee Meadows Community College are designed to lead to either employment or transfer, the Department of Education requires that we provide information on specific certificate programs. More information on Gainful Employment (<http://www.tmcc.edu/financial-aid/consumer-information/gainful-employment>) is available on the TMCC website. We hope this information is helpful to you as you make your career and educational choices.

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (<http://catalog.tmcc.edu/degrees-certificates/general-education/aas>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Select one of the following:		
BUS 106	Business English	
BUS 107	Business Speech Communications	
BUS 108	Business Letters and Reports	
<i>Human Relations</i>		3
Required:		
MGT 212	Leadership and Human Relations	

<i>Mathematics</i>		3
Required:		
BUS 117	Applied Business Math	
Certificate Requirements		
ACC 135	Bookkeeping I	3
ACC 136	Bookkeeping II	3
ACC 180	Payroll and Employee Benefit Accounting	3
ACC 220	Microcomputer Accounting Systems	3
ACC 295	Work Experience	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
Total Units		30
1st semester		
ACC 135	Bookkeeping I	3
ACC 180	Payroll and Employee Benefit Accounting	3
BUS 108	Business Letters and Reports	3
BUS 117	Applied Business Math	3
IS 101	Introduction to Information Systems	3
Semester Total		15
2nd semester		
ACC 136	Bookkeeping II	3
ACC 220	Microcomputer Accounting Systems	3
ACC 295	Work Experience	3
IS 201	Computer Applications	3
MGT 212	Leadership and Human Relations	3
Semester Total		15
Total Units		30