

BUSINESS, SKILLS CERTIFICATE

Certified Professional Bookkeeper

This program can be completed 100% online.

Prepares student to sit for the certified professional bookkeeper examination administered by the American Institute of Professional Bookkeepers.

Outcomes

Students completing this certificate will:

- Analyze the "double entry" system of bookkeeping and construct systems of accounting while comparing and contrasting generally accepted accounting principles in the areas of inventory, depreciation, error corrections and payroll.
- Design and construct systems of internal accounting controls and compare and contrast situations whereby the potential for fraud exists within such systems.
- Reinforce concepts in a review course and identify important skills necessary to pass the national certifications examination.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Student are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

To earn a skills certificate, students must:

- Maintain a minimum cumulative GPA of 2.0
- Have no financial or library obligation to the college

Code	Title	Units
Certificate Requirements		
ACC 135 & ACC 136 or ACC 201	Bookkeeping I and Bookkeeping II Financial Accounting	3-6
ACC 180	Payroll and Employee Benefit Accounting	3
ACC 290	Certified Bookkeeper Course ¹	3-6
Total Units		9-15

¹ Please consult with department or Academic Advising.

Recommended Course Sequence: Option 1

1st semester		Units
ACC 135	Bookkeeping I	3
ACC 180	Payroll and Employee Benefit Accounting	3
Semester Total		6
2nd semester		
ACC 136	Bookkeeping II	3
Semester Total		3

3rd semester

ACC 290	Certified Bookkeeper Course	3-6
Semester Total		3-6
Total Units		12-15

Recommended Course Sequence: Option 2

1st semester		Units
ACC 201	Financial Accounting	3
ACC 180	Payroll and Employee Benefit Accounting	3
Semester Total		6
2nd semester		
ACC 290	Certified Bookkeeper Course	3-6
Semester Total		3-6
3rd semester		
ACC 290	Certified Bookkeeper Course	(3)
Semester Total		0
Total Units		9-12