

BOOKKEEPING, COA

Program Code: Bookkeeping-CoA

This program can be completed 100% online.

Program Description

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.

Bookkeeping Career Map (<https://sites.tmcc.edu/flipbook/career-maps/>)

Recommended Course Schedule

1st semester		Units
ACC 135	Bookkeeping I	3
ACC 180	Payroll and Employee Benefit Accounting	3
BUS 108	Business Letters and Reports	3
BUS 117	Business Calculations and Methods	3
IS 101	Introduction to Information Systems	3
Semester Total		15
2nd semester		Units
ACC 136	Bookkeeping II	3
ACC 220	Microcomputer Accounting Systems	3
ACC 295	Work Experience	3
	or ACC 202 or Managerial Accounting or Intermediate Accounting I	
	or ACC 203	
IS 201	Computer Applications	3
MGT 212	Leadership and Human Relations	3
Semester Total		15
Total Units		30

Program Requirements

Certificates of Achievement can be 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 Certificate of Achievement (<https://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	Business Calculations and Methods	
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
	or ACC 202 Managerial Accounting	
	or ACC 203 Intermediate Accounting I	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
Total Units		30

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Demonstrate proficiency in using accounting computer software (e.g. Peachtree and QuickBooks) to do basic bookkeeping/accounting and prepare basic accounting reports.

PSLO3: Be prepared to pursue opportunities for professional development, career change, and pursuance of Associate and higher degrees in accounting or related disciplines.