

# CERTIFIED PROFESSIONAL BOOKKEEPER, SC

**This program can be completed 100% online.**

## Program Description

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

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

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

## Recommended Courses Schedule

### Recommended Course Schedule: Option 1

1st semester		Units
ACC 135	Bookkeeping I	3
ACC 180	Payroll and Employee Benefit Accounting	3
<b>Semester Total</b>		<b>6</b>
2nd semester		Units
ACC 136	Bookkeeping II	3
<b>Semester Total</b>		<b>3</b>
3rd semester		Units
ACC 290	Certified Bookkeeper Course	3-6
<b>Semester Total</b>		<b>3-6</b>
<b>Total Units</b>		<b>12-15</b>

### Recommended Course Schedule: Option 2

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

## Program Requirements

Skills Certificates can consist of a single course or a short set of courses that provide training for entry-level positions or career advancement. These short-term certificates may also 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. Students

cannot declare a skills certificate as one's major. Skills Certificates are not eligible for Financial Aid.

To earn a skills certificate, students must:

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

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

<sup>1</sup> Please consult with department or Academic Advising.

## Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Design and construct systems of internal accounting controls and compare and contrast situations whereby the potential for fraud exists within such systems.

PSLO3: Reinforce concepts in a review course and identify important skills necessary to pass the national certifications examination.