

BOOKKEEPER

Program Overview: The Bookkeeping Certificate program and accounting practices teaches the students how to analyze, verify, and record financial transactions. Students will learn skills in payroll, purchasing, inventories, budgeting, cost control to utilize in either large or small businesses.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours
BK 101	Orientation to Bookkeeping	4	0	0	4
BK 102	Assets, Liabilities, and Equity	4	4	0	8
BK 103	Revenue, Expenses, and Financial Reports	8	4	0	12
BK 104	Payroll and Wholesale Accounting	6	6	0	12
BK 105	End of Month Accounting	6	6	0	12
BK 106	Excel for Bookkeeping	6	6	0	12
BK 107	Computer Applications in Accounting	6	6	0	12
	Total	40	32	0	72

Admission Requirements:

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED

Students will complete the Bookkeeping Certificate program in approximately ten (10) weeks. Maximum time allowed for completion of this program is fifteen (15) weeks. Graduates of this program will be awarded a Certificate of Completion.

BK-101: Orientation to Bookkeeping 4/0/0

In this course students will learn the basics of accounting and how to maintain records manually and keep financial records. (Lec 4 CHR / Lab 00 CHR / Ext 00 CHR / Total 4 CHR) [Prerequisite: None]

BK-102: Assets, Liabilities, and Equity 4/4/0

In this course, students will learn the basics of bookkeeping. Students will learn how to track how an individual or business earns and spends money. (Lec 4 CHR / Lab 4 CHR / Ext 00 CHR / Total 8 CHR) [Prerequisite: BK-101 Orientation to Bookkeeping]

BK-103: Revenue, Expenses, and Financial Reports 8/4/0

In this course, students will start by learning how to set up revenue, expenses, and trial balances on standard bookkeeping forms. Then learn how to create various financial reports, including financial statements, ending balance sheets, and closing entries. (Lec 8 CHR / Lab 4 CHR / Ext 00 CHR / Total 12 CHR) [Prerequisite: BK-102 Assets, Liabilities, and Equity]

BK-104: Payroll and Wholesale Accounting 6/6/0

In this course, students will learn about accounting for cash and payroll accounting, accrual accounting and inventory, and wholesale accounting. (Lec 6 CHR / Lab 6 CHR / Ext 00 CHR / Total 12 CHR) [Prerequisite: BK-103 Revenue, Expenses, and Financial Reports]

BK-105: End of Month Accounting 6/6/0

In this course, students will learn how to operate and utilize Windows programs which will be used throughout the bookkeeper career while keeping electronic forms and records. (Lec 6 CHR / Lab 6 CHR / Ext 00 CHR / Total 12 CHR) [Prerequisite: BK-104 Payroll and Wholesale Accounting]

BK-106: Excel for Bookkeeping 6/6/0

In this course, students will learn how to use MS Excel to organize and format data, including charts, formulas, and more complex tables. (Lec 6 CHR / Lab 6 CHR / Ext 00 CHR / Total 12 CHR) [Prerequisite: BK-105 End of Month Accounting]

BK-107: Computer Applications in Accounting-QuickBooks 6/6/0

In this course, students will work with QuickBooks, inputting data and transactions, viewing financial reports and statements. (Lec 6 CHR / Lab 6 CHR / Ext 00 CHR / Total 12 CHR) [Prerequisite: BK-106 End of Month Bookkeeping]

Basis of Grades

Quizzes and Exams are considered PASS/FAIL, with a minimum passing score of 80% for all Quizzes and 80% for all Final Exams. Each may be re-taken until a satisfactory score is achieved. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content