BOOKKEEPING CERTIFICATE

Program code: BKPC-CC

Location: Gateway, Naugatuck Valley, Quinebaug Valley

Program Description

This 18-credit certificate program provides an education in various bookkeeping areas to prepare students for immediate entry into the job market. Students will study the fundamentals of accounting and learn to use basic software for bookkeeping, including QuickBooks and Excel. Students will have an opportunity to prepare for the national Certified Bookkeeper (CB) exam by AIPB American Institute of Professional Bookkeepers to expand their skills, knowledge, and market value. All courses can be applied towards the Accounting A.S. Degree.

Learning Outcomes

1. demonstrate an understanding of the vital role of a bookkeeper in recording and maintaining accurate and timely financial data.
2. demonstrate an understanding of the importance of confidentiality and ethical behavior in processing financial data.
3. perform accounting-related activities using spreadsheets and accounting software.
4. recognize the importance of effective business communication as applied to accounting practices.
5. identify career opportunities in the bookkeeping and accounting fields.

Certificate Requirements

Code	Title	Credits
Required Courses		
ACCT 1130	Principles of Financial Accounting	3
ACCT 1250	Accounting Applications I	3
BUSN 1100 or BENT 2180	Introduction to Business Entrepreneurship	3
BUSN 1150	Business Software Applications	3
BUSN 2100	Business Communication	3
Business Elective - choose one course from ACCT, BENT, BFIN, BMGT, or BMKT [1]		3
Total Credits		**18**

[1] ACCT 1234 Certified Bookkeeper Review Course highly recommended to prepare for the AIPB national Certified Bookkeeper (CB) Exam.

- Accounting Certificate
- Accounting, AS