

## BOOKKEEPING CERTIFICATE +

This certificate prepares students for entry-level positions in bookkeeping. Students will gain an understanding of accounting principles and practices, financial markets, banking, and analysis and reporting of financial data. The program prepares students for certification exams required for the NACPB's Certified Public Bookkeeper license. Courses in this program may be applied to the CCV Accounting associate degree or Professional Studies associate degree.

Required courses are listed in the order in which we recommend you take them.

- First Semester Seminar
  - INT 1050 - Dimensions of Self & Society
- CIS 1430 - Spreadsheets
- ACC 2121 - Financial Accounting
- ACC 1010 - Computerized Accounting
- ACC 1030 - Payroll Accounting
- ACC 2122 - Managerial Accounting
- ACC 2201 - Intermediate Accounting I
- ACC 2210 - Cost Accounting
- INT-2860 - Professional Field Experience

**Total credits: 29**

*+ This program can be completed fully online.*