

# ADVANCED BOOKKEEPING CERTIFICATE

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**Division: Business and Computer Information Systems**

**PROGRAM CODE:** 2C40657

The **Advanced Bookkeeping Certificate** is designed to prepare students for a more advanced, full-charge bookkeeping position in the private sector areas such as small business, financial service, wholesale and retail business, manufacturing, or pursuing self-employment opportunities. After completing the program, you'll be prepared for entry-level employment opportunities in the accounting/bookkeeping fields. Accounting/bookkeeping employment opportunities include positions in accounts receivable, accounts payable, inventory control, as well as a variety of trainee/internship positions. A minimum grade of C is required in each course taken. This certificate requires 16 units.

Code	Title	Units
<b>Required Courses (16 units):</b>		
ACCT 101AF	Financial Accounting	5
ACCT 101BF	Managerial Accounting	5
ACCT 107 F or ACCT 230 F or CIS 106 F	Computerized Accounting with QuickBooks Excel for Accountants Beginning Spreadsheet (MS Excel)	3
BUS 111 F or BUS 211 F or BUS 211HF	Business Communications Critical Reasoning and Writing for Business (formerly Writing for Business) Honors Critical Reasoning and Writing for Business (formerly Honors Writing for Business)	3
<b>Total Units</b>		<b>16</b>

**Outcome 1:** Prepare journal entries in accordance with Generally Accepted Accounting Principles (GAAP).

**Outcome 2:** Identify the accounting cycle steps, including the adjusting and closing processes.

**Outcome 3:** Prepare financial statements using either manual or computerized accounting books and records.

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