

SMALL BUSINESS BOOKKEEPING CERTIFICATE

Division: Business and Computer Information Systems

Requirements

PROGRAM CODE: 2C40671A

The **Small Business Bookkeeping Certificate** prepares students to (1) manage the accounting needs of a small business using Quickbooks accounting software, and (2) succeed in an entry-level bookkeeping position in the private sector areas such as a small business, financial service, wholesale or retail business or self-employment opportunities. Students are exposed to theoretical and practical knowledge on introductory financial accounting focusing on the key functional areas of accounting and prudent financial management. A grade of C or better is required in each course taken. This certificate requires 16-21 units.

Code	Title	Units
Required Courses (9-11 units):		
ACCT 100 F	Small Business Accounting	3-5
or ACCT 101AF	Financial Accounting	
or ACCT 102HF	Honors Financial Accounting	
ACCT 107 F	Computerized Accounting with QuickBooks	3
ACCT 230 F	Excel for Accountants	3
or CIS 106 F	Beginning Spreadsheet (MS Excel)	
Restricted Electives (7-10 units):		7-10
ACCT 110 F	Payroll Accounting	3
ACCT 204 F	Analysis of Financial Statements	3
ACCT 205 F	Ethics in Accounting	3
ACCT 230 F	Excel for Accountants	3
ACCT 295 F	Accounting Internship	2-4
or BUS 295 F	Business Internship (formerly BUS 061 F)	
BUS 111 F	Business Communications	3
or BUS 211 F	Critical Reasoning and Writing for Business (formerly Writing for Business)	
or BUS 211HF	Honors Critical Reasoning and Writing for Business (formerly Honors Writing for Business)	
BUS 151 F	Business Mathematics	3
BUS 180 F	Small Business Management	3
CIS 100 F	Introduction to Personal Computers	4
or CIS 100HF	Honors Introduction to Personal Computers	
Total Units		16-21

Program Student Learning Outcomes

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