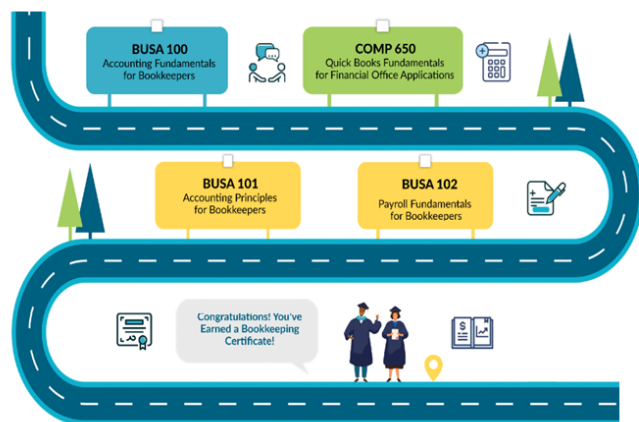


BOOKKEEPING



Certificate of Completion

Program Code: 3P41123

The bookkeeping certificate is designed to prepare students for a career as an entry-level bookkeeper or to provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. Bookkeepers maintain their employers' financial records by using accounting software and other tools. As they play such a significant role in determining their companies' success, employers want only the most highly trained and ethical bookkeepers. As a result, employers prefer bookkeepers with industry knowledge. Students can be expected to learn the following: accounting fundamentals, accounting principles, payroll functions and QuickBooks.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).

Code	Title	Hours
Core Courses		
BUSA 100	Accounting Fundamentals for Bookkeepers	36
BUSA 101	Accounting Principles for Bookkeepers	36
BUSA 102	Payroll Fundamentals for Bookkeepers	36
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36
Total Hours		144

Plan of Study

First Year			
Semester 1	Hours	Semester 2	Hours
BUSA 100		36 BUSA 102	36
BUSA 101		36 COMP 650	36
		72	72
Total Hours 144			

List of Courses

BUSA 100 **36 Hours**

Accounting Fundamentals for Bookkeepers

Accounting fundamentals covers foundational topics, such as accounting for purchases, analyzing business transactions, and how accounting acts as the language of business. Upon completion students will understand the basics of accounting fundamentals in preparation for the bookkeeping certification exam. (*Apportionment*)

BUSA 101 **36 Hours**

Accounting Principles for Bookkeepers

Prerequisite BUSA 100 Accounting Fundamentals for Bookkeepers. This course covers accounting for partnerships, long-term bonds, and the statement of cash flows, among other pieces of vital bookkeeping knowledge. The course prepares students for part two of the certification exam - Accounting Principles. (*Apportionment*)

BUSA 102 **36 Hours**

Payroll Fundamentals for Bookkeepers

Prerequisite BUSA 100 Accounting Fundamentals for Bookkeepers. Payroll fundamentals covers foundational topics, such as accounting for computing wages, social security, taxes, withholdings, and analyzing and journalizing payroll transactions. Upon completion students will understand the basics of payroll fundamentals in preparation for the bookkeeping certification exam. (*Apportionment*)

COMP 650 **36 Hours**

Quickbooks Fundamentals for Financial Office Applications

Teaches students the basics of using the QuickBooks software to develop customized financial application for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks. (*Apportionment*)