



## Bookkeeping Certificate

### 2018–2019

#### **DESCRIPTION:**

With the Business Office Administration (BOA) Bookkeeping Certificate, students can start a career as a bookkeeper or accounting clerk in as soon as two years with only five courses. This certificate covers the essentials of bookkeeping for those who wish to pursue a career, entrepreneurs who want to manage their own books, and individuals seeking industry-recognized and respected certifications in QuickBooks™ and Microsoft® Office Excel. The benefits of this affordable certificate include fine tuning knowledge and skills to industry standards, increasing earning potential and professional status, and instant credibility with certification. All courses are available online. For more information, see [csc.edu/academics/departments/business-office-administration](http://csc.edu/academics/departments/business-office-administration).

#### **ADMISSION REQUIREMENTS:**

This is a non-selective, open-admission program.

#### **ONGOING REQUIREMENTS:**

Students must maintain minimum overall GPA required by the College.

#### **OPPORTUNITIES FOR GRADUATES:**

##### **Career:**

The coursework and certifications in the Bookkeeping Certificate provide preferred candidate status for entry-level accounting jobs, including bookkeeping and payroll positions.

##### **Transfer:**

Nine credits can be applied to both the Administrative Assistant and Medical Administrative Degrees.

**CERTIFICATE REQUIREMENTS (BOOKKEEPING CERTIFICATE):****FIRST SEMESTER**

Course	Term	Credits	Milestones/Progress Check
BOA 1102 Excel I (prerequisite for Excel II)	AU/SP/SU	2	• Working knowledge of accounting procedures and Microsoft® Excel
BOA 1111 Bookkeeping (prerequisite for Payroll and QuickBooks)	AU/SP/SU	3	
<b>Semester Credits</b>		<b>5</b>	

**SECOND SEMESTER**

Course	Term	Credits	Milestones/Progress Check
BOA 1117 Payroll	AU/SP/SU	1	
BOA 1122 QuickBooks (includes QuickBooks™ Certified User exam)	AU/SP/SU	2	
BOA 1172 Excel II (includes Microsoft® Excel Certification Exam)	AU/SP/SU	2	
<b>Semester Credits</b>		<b>5</b>	
<b>Total</b>		<b>10</b>	

AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester  
Requirements subject to change.