

CERTIFICATE OF ACHIEVEMENT: ENTRY-LEVEL BOOKKEEPER

Your Career in Bookkeeping Starts Here!

The Accounting: Entry-Level Bookkeeper Certificate provides fundamental occupational training and preparation for entry-level accounting clerk/bookkeeper positions. If you wish to pursue professional certification (i.e., Certified Public Accountant and/or Certified Management Accountant), you should plan to earn at least a bachelor's degree in Business Administration with a major in Accounting (see Business Administration AS-T).

PROGRAM LEARNING OUTCOMES

Upon satisfactory completion of this award, the student should be prepared to:

1. Recognize and analyze ethical issues as they apply to the business environment.
2. Obtain employment in an entry-level bookkeeper.
3. Demonstrate the working knowledge required to perform the various tasks necessary in a complete accounting cycle.

Required Courses		Units
Complete 16 units [Semester Sequence]		
BUSAD 200 [2] – Financial Accounting on Spreadsheets		2
BUSAD 203 [2] – Computer Accounting		3
BUSAD 300 [1] – Machine Calculation		2
BUSAD 310 [1] – Introduction to Accounting with QuickBooks		3
BUSAD 320 [2] – Applied Accounting with QuickBooks		3
OFADM 330 [1] – Beginning Word Processing		3
Total units for Certificate of Achievement Award		16

Most classes are offered in multiple modalities:

Face to Face  **Online**  **Hybrid** 

PROGRAM REQUIREMENTS

To earn a Certificate of Achievement, the student must complete the following coursework. Each course must be completed with a grade of C or better.

CONTACT

FOR MORE INFORMATION PLEASE CONTACT

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