

# CERTIFICATE OF ACHIEVEMENT: FULL-CHARGE BOOKKEEPER

## Your Career in Bookkeeping Starts Here!

The Accounting: Full-Charge Bookkeeper Certificate provides advanced occupational training in accounting. The program provides a strong background in financial and computerized accounting along with spreadsheet skills. 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 position as a full-charge bookkeeper.
3. Demonstrate the working knowledge required to perform the various tasks necessary in a complete accounting cycle.

### 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.

Required Courses	Units
BUSAD 200 [2] – Financial Accounting on Spreadsheets	2
BUSAD 201 [2] – Financial Accounting	4
BUSAD 203 [2] – Computer Accounting	3
BUSAD 300 [1] – Machine Calculation	2
BUSAD 310 [1] – Introduction to Accounting with QuickBooks	3
BUSAD 319 [2,3] – Payroll Accounting	3
BUSAD 320 [2] – Applied Accounting with QuickBooks	3
BUSAD 336 [2, 3] – Tax Accounting	4
BUSAD 350 [1] – Business Computations	3
OFADM 256 [1] – Introduction to Microsoft Word	1
OFADM 316 [1] – Introduction to Microsoft Outlook	1
<b>Total units for Certificate of Achievement Award</b>	<b>29</b>

Most classes are offered in multiple modalities:

Face to Face  Online  Hybrid 

## CONTACT

FOR MORE INFORMATION PLEASE CONTACT

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