



2024-2025 Academic Year

Bookkeeping

Certificate of Achievement

**Business, Technology, and
Professional Studies Division**

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The **Bookkeeping** Certificate of Achievement meets the needs of professionals seeking a credential to help secure a bookkeeper position.

Bookkeepers oversee a company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. Most bookkeepers use accounting software such as QuickBooks to do their work.

While bookkeepers focus on recording transactions, accountants help businesses understand the bigger picture of their financial situation. Bookkeepers provide the information which accountants analyze. As accounting is the language of business, bookkeepers provide a crucial function in the day-to-day operations of an organization. A position as a bookkeeper can serve as a starting point towards an accounting career or serve as a career on its own.

Courses in this certificate of achievement also apply to MCCC's Business Studies A.A.S. program. See Faculty Advisor for degree planning depending on career goals.

Demand for micro-credentials has been growing in the United States, with workers seeking short term opportunities to gain skills for either horizontal or vertical movement in their careers. Completion of this certificate will strengthen the resume of job applicants for a bookkeeper position.

Students are required to demonstrate college readiness in mathematics.

The credential, as opposed to a 30-credit certificate, can be completed in just one or two semesters. All credits earned in acquiring this micro-credential can be applied toward both the Small Business Management certificate and Business Studies degree programs.

PROGRAM OUTCOMES

- Create and analyze accounting reports
- Use terminology common to the business environment for effective communication
- Analyze/resolve problems common to small businesses

CERTIFICATE CURRICULUM

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Credit-bearing certificate programs can serve as gateways to earning an associate degree. Students are encouraged to consult the program coordinator, an academic advisor or Success Coach to explore such opportunities.

FIRST SEMESTER

<u>ENG 101</u>	English Composition I (2/2)	3
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<u>ACC 106</u>	Office Accounting (3/0)	3
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SECOND SEMESTER

<u>BUS 209</u>	Business Communication (3/0)	3
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<u>CIS 105</u>	Excel Basics (1/1)	1
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<u>ACC 207</u>	Computerized Accounting (2/2)	3
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<u>ACC 111</u>	Financial Accounting (4/0)	4
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