# BOOKKEEPING TECHNICIAN

**Certificate of Achievement**
**Career/Technical (Major Code: 02328)**

Designed for those students with no prior accounting or computerized accounting experience who desire to acquire the fundamental skills necessary for an entry-level bookkeeping position in today's workforce.

Successful completion of the Bookkeeping Technician Certificate of Achievement will provide students with the minimum essential skills in accounting, computerized accounting, business communication, business information systems, and microcomputer spreadsheet software which are in demand in today's dynamic workforce.

## Program Student Learning Outcomes

- Create an accounting system which will measure the financial activities of a business and then be able to communicate those measurements to others.
- Apply transaction analysis, input transactions into the accounting system, process this input and prepare and interpret the four basic financial statements.
- Prepare schedules, account analysis, account reconciliations, and financial reports through the use of spreadsheet software (Excel) and accounting software(Quickbooks).

## Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (http://www.swccd.edu/gainfulemployment/).

| Code | Title | Units |
|---|---|---|
| **Program Requirements** [1] | | |
| ACCT 7 | BASIC BUSINESS BOOKKEEPING | 3 |
| ACCT 101 | PRINCIPLES OF ACCOUNTING I | 4 |
| ACCT 12 | COMPUTERIZED ACCOUNTING | 3 |
| BUS 183 | BUSINESS MATHEMATICS | 3 |
| BUS 212 | BUSINESS COMMUNICATION | 3 |
| CIS 101 | INTRODUCTION TO BUSINESS INFORMATION SYSTEMS | 4 |
| BUS 290 | WORK EXPERIENCE IN BUSINESS I | 1-4 |
| or CIS 133 | ADVANCED MICROCOMPUTER SPREADSHEETS SOFTWARE | |
| **Total Units** | | **21-24** |

[1] Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.