

Bookkeeping Certificate in Business

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Business and industry, governmental agencies, hospital systems

- This program prepares students for employment in bookkeeping, accounts receivable, accounts payable and other related positions as well as general office positions.
- Requires a minimum grade of “C” in all AOT, OST, CPT, IST, BAF, and ACC courses.
- Exemption tests are available for some courses for a fee assessed by the college.
- Credits earned in this program may be applied to other programs in Administrative Office Technology.
- Credits earned in the AOT programs are accepted for five years. Credits earned prior to this five-year period must be documented by successful completion of the applicable exemption exam. Not all courses have exemption exams; courses without exemption exams will have to be retaken.

Recommended Program Schedule

First Semester

ACC	101	Accounting Principles I	3.0
BAF	101	Personal Finance	3.0
CPT	101	Introduction to Computers*	3.0
AOT	105	Keyboarding#	3.0
AOT	106	Keyboarding Lab I	1.0
AOT	134	Office Communications	3.0

Second Semester

ACC	102	Accounting Principles II	3.0
ACC	150	Payroll Accounting	3.0
AOT	145	Office Math Applications	3.0
AOT	234	Administrative Office Communications	3.0

Third Semester

ACC	245	Accounting Applications	3.0
ACC	246	Integrated Accounting Software	3.0
CPT	270	Advanced Microcomputer Applications	3.0
AOT	143	Office Systems and Procedures	3.0

Total credit hours **40.0**

*General Education course

#Prerequisites: AOT 101 or keyboarding skills; AOT 106 is pre- or co-requisite.