

## CA Entry Level Bookkeeper

The certificate of completion is designed for those individuals that are interested in job opportunities at the entry level in bookkeeping and or computerized accounting data entry. Those students that are interested in becoming professional bookkeepers may apply some of the course work in this certificate to the certificate of proficiency in accounting and the accounting A.S. degree.

### Career Opportunities

The demand for entry level bookkeepers and accounting data entry personnel continues to remain high. Entry level positions pay between \$15 and \$25 per hour depending upon experience.

### Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.
2. Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
3. Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
4. Analyze business issues, interpret financial data and identify economic trends.

### Major: Core and Selective Requirements

Complete Core Courses, 12 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 180	Payroll Accounting	1.5 units
ACTG 200	QuickBooks	3 units
CBOT 435	Spreadsheets	3 units
CBOT 472	Beginning Word Processing	1.5 units

