

ACCOUNTING – CERTIFIED BOOKKEEPER – ASSOCIATE IN SCIENCE DEGREE, CERTIFICATE OF ACHIEVEMENT

Top Code:

0502.00

The curriculum prepares students to become (with experience) certified bookkeepers. This training is relevant to positions such as bookkeeping/accounting/auditing clerk, accounts payable clerk, accounts receivable clerk/collections, general ledger clerk or payroll clerk. Knowledge of accounting and spreadsheet software is necessary.

The curriculum is aimed at students passing the national Certified Bookkeeper exams administered by the American Institute of Public Bookkeepers (AIPB). For more information on this program go to www.aipb.org (<http://www.aipb.org>).

Optionally, students can also take a course to become a California Registered Tax Preparer (CRTP) to prepare to work as a para-professional in an accounting or CPA office. For more information go to www.ctec.org.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Program Outcomes

- Be able to pass the national AIPB Certified Bookkeeping exams.
- Be able to perform basic General Ledger, Accounts Receivable, Accounts Payable, basic payroll duties.
- Be able to use QB Desktop software to record accounting transactions, and prepare Financial Reports.

Requirements for the Certificate of Achievement

Code	Title	Units
ACCT 010	BOOKKEEPING-ACCOUNTING	4
ACCT 104A	COMPUTERIZED ACCOUNTING - QUICKBOOKS	3
ACCT 104B	PAYROLL ACCOUNTING	3
BIT 106	BUSINESS SOFTWARE – INTRODUCTION TO MICROSOFT OFFICE SYSTEM	3
BIT 133	BUSINESS SOFTWARE – MICROSOFT EXCEL	2
BUS 112	BUSINESS ENGLISH	3
BUS 114	BUSINESS MATHEMATICS	3
Total Units		21

Recommended Electives

Code	Title	Units
ACCT 001A	FINANCIAL ACCOUNTING	4
ACCT 001B	MANAGERIAL ACCOUNTING	4
ACCT 104C	INCOME TAX PREPARATION	3
BUS 012A	BUSINESS LAW	3
BUS 170	WORK EXPERIENCE INTERNSHIP	3

General Education Requirements for the Associate in Science Degree

- General Information (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/>)
- PCC Local Gen Ed (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#pcclocaltext>)
- CSU Breadth (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#csubreadthtext>)
- IGETC (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#igetctext>)

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/7e85bdcc-be06-405f-9845-b8b63e49f8c6/programs/779c54d6-5096-db45-f9da-ea62901203dc/>) for a suggested sequence of courses.