



BASIC BOOKKEEPING ASSISTANT – CERTIFICATE OF COMPLETION

TOP Code:

0502.00

The Basic Bookkeeping Assistant program provides students with the essential skills and workforce preparation needed for careers in accounting office support occupations. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in the basics of accounting bookkeeping, payroll and financial statements.

Total hours: 90

A Certificate of Completion will be awarded upon completion of all required courses.

Required Courses

Code	Title	Units
BUSN 7508	QUICKBOOKS ESSENTIALS	0
BUSN 7308	BASIC BOOKKEEPING	0
or BUSN 7509	PAYROLL ESSENTIALS	

Recommended Electives

Code	Title	Units
BUSN 7501	MATH ESSENTIALS FOR THE WORKPLACE	0
BUSN 7307	BASIC BUSINESS MATH	0
WRKP 2102	WORKPLACE READINESS: CONTEXTUALIZED MATH SKILLS	0

Program Outcomes

- Effectively manage and record daily business transactions and payroll following accounting principles and federal /state regulations.
- Develop an understanding of financial statements.