



# BASIC BOOKKEEPING ASSISTANT – CERTIFICATE OF COMPLETION

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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	

## Program Outcomes

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