

**BOOKKEEPER**

## About the Bookkeeper Program

The Bookkeeper program is designed for small businesses seeking to better perform routine accounting and payroll transactions, individuals seeking employment as an entry-level bookkeeper, or individuals currently employed seeking to expand their basic accounting skills and knowledge. Participants will learn to process basic financial transactions and perform payroll operations.

### PROGRAM OUTLINE

COURSE #	COURSE TITLE	CREDITS
1010111000	Payroll Accounting Foundations Students will prepare and report payroll records.	2.00
1010111100	Payroll Accounting Project Students will prepare payroll tax during a quarter for a business. Prerequisite: 1010111000 Payroll Accounting Foundations (B or better) (concurrent enrollment allowed).	1.00
1010113500	QuickBooks Applications Perform advanced level accounting functions in QuickBooks: complex daily transactions, payroll, month end, reports and budgets Prerequisite: 1010315500 QuickBooks Basics (C or better).	1.00
<b>Competencies</b>		
10101135C00	QuickBooks Applications Perform advanced level accounting functions in QuickBooks: complex daily transactions, payroll, month end, reports and budgets Prerequisite: 10103155C00 QuickBooks Basics (B or better) (concurrent enrollment allowed).	1.00
1010115100	Accounting Principles 1 Develops an understanding of the fundamental principles of accounting with an emphasis on the accounting cycle.	2.00
<b>Competencies</b>		
10101151C00	Accounting Principles 1 Students will prepare financial statements using the generally accepted accounting principles for merchandising business.	2.00
1010315500	QuickBooks Basics Students will process routine accounting transactions for service industry including company setup.	1.00
<b>Competencies</b>		
10103155C00	QuickBooks Basics Students will process routine accounting transactions for service industry including company setup.	1.00
<b>Total Credits:</b>		<b>7.00</b>

Talk with an Academic Advisor about the program outline. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

## How You'll Learn



100% ONLINE MULTIPLE START DATES FLEXIBLE PACE OPTIONAL LAB SUPPORT

## 2021 Start Dates

January 6	May 7	September 1
February 1	June 7	October 4
March 1	July 5	November 1

## 2022 Start Dates

January 5	March 1	June 6
February 7	May 2	July 11

[VIEW FULL ACADEMIC CALENDAR](#)

## Approximate Cost

**\$1,055\***

\*Based on 10-level courses—materials, books, and fees may be additional

## Your Potential Careers

- Bookkeeper
- Accounting Clerk

## What You'll Learn

- Process financial transactions throughout the accounting cycle.
- Perform payroll preparation, reporting, and analysis tasks.

## Median Annual Salary

\$33,474	\$37,295	\$39,720
Local	State	National

EMSI 2020.1

## Get Started

Your application can be submitted online, it takes just a few minutes to complete.

[APPLY NOW](#)