

Bookkeeper

Technical Diploma

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

TERM 1		
Course #	Course Title	Credits
1010115100	Accounting Principles: Accounting Cycle Develop an understanding of the fundamental principles of accounting and all steps of the accounting cycle.	2.00
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 (C or better) (concurrent enrollment allowed).	1.00
1010315500	QuickBooks Basics Students will process routine accounting transactions including company setup.	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
1015110500	Digital Literacy with Cyber Security This course will cover identifying and differentiating between major computer components, Microsoft Windows operating system and application operations, computing environment issue troubleshooting, making connections between office network devices, file management, and basic cybersecurity threats and best practices.	1.00

Total Credits: 8.00

Talk with a Success Coach 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.

At A Glance

How You'll Learn

2023 Start Dates

January 9	May 8	September 5
February 6	June 5	October 2
March 6	July 10	November 6

2024 Start Dates

January 8	May 6
February 5	June 3
March 4	July 1

[VIEW FULL ACADEMIC CALENDAR](#)

Approximate Cost

\$1,251*

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

Your Potential Careers

- Bookkeeper
 - Accounting Clerk
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What You'll Learn

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

\$37,869	\$43,665	\$44,193
Local	State	National

Lightcast 2023.1

Get Started

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

[APPLY NOW](#)