

BOOKKEEPING/ACCOUNTING BTC

The Bookkeeping/Accounting Basic Technical Certificate prepares students for various entry-level positions within the accounting system of a company. The program includes courses that provide the student with basic accounting skills as well as a significant working knowledge of business application software.

The Basic Technical Certificate can be used in a variety of situations. The program is designed to prepare students for a career as an entry-level bookkeeper; provide supplemental training for those currently or previously employed; or provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. This certificate can also be used in conjunction with a Bachelor's degree in Accounting or Business to meet the required additional credits to sit for the CPA exam.

Upon completion of the certificate program, students will be able to:

- Explain the role of accounting in business and how accounting information systems are used to gather, summarize, report, and analyze financial data.
- Perform the steps in the accounting cycle, complying with Generally Accepted Accounting Principles.
- Demonstrate the ability to process payroll for an organization.
- Demonstrate knowledge of local, state, and federal tax laws and prepare individual income taxes with a Schedule C for sole proprietors or single member LLCs.
- Apply knowledge of business and accounting application software to solve a wide range of business problems.
- Apply critical thinking and analytical reasoning.
- Prepare and sit for the American Institute of Professional Bookkeepers (AIPB) Professional Bookkeeping Certification.

Code	Title	Credits
Program Requirements		
ACCPT-101	BASIC ACCOUNTING I	3.00
ACCPT-102	BASIC ACCOUNTING II	3.00
ACCPT-105	PAYROLL ACCOUNTING	3.00
ACCPT-214	COMPUTERIZED ACCOUNTING I	3.00
ACCPT-215	COMP ACCOUNTING II	3.00
ACCPT-285	BASIC INCOME TAX PREPARATION	3.00
ACCPT-299	BOOKKEEPING/ACCOUNTING CAPSTONE	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-112	EXCEL	3.00
Total Credits		27.00