

# BOOKKEEPING, CERTIFICATE OF ACHIEVEMENT

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**Banner Code:** 2\_CM\_ACCT

**Control Number:** 43198

**Not Financial Aid Eligible**

This Bookkeeping Certificate of Achievement prepares students with the necessary accounting knowledge and software proficiency to become bookkeepers and accounting clerks for a variety of businesses and organizations.

## Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe the framework for double-entry accounting and apply transaction analysis in an accounting information system.
2. Demonstrate a variety of QuickBooks functions: matching transactions, processing sales orders, invoicing, payment processing, and bank reconciliations.
3. Construct financial statements and perform basic financial statement analysis for small business using Excel.

**Potential careers students may enter upon completion are as follows:**

- Bookkeepers
- Accounting clerks
- Auditing

Review Graduation Requirements (<https://catalog.cccd.edu/golden-west/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
<b>Required Courses</b>		
ACCT G101	Financial Accounting	4
ACCT G105	Excel for Accounting and Finance	3
ACCT G235	Quickbooks Pro for Accountants	3
<b>Total Units</b>		<b>10</b>

## Recommended Program Sequence

These sequences are general maps for students to finish all requirements for the Certificate. There may be advisories or time requirements that students may want to consider before following these maps. **Students are advised to meet with a GWC Counselor for alternate sequencing.**

### Year 1:

Course	Title	Units
<b>Semester 1</b>		
ACCT G101	Financial Accounting	4
ACCT G105	Excel for Accounting and Finance	3
<i>Units</i>		<i>7</i>

Course	Title	Units
<b>Semester 2</b>		
ACCT G235	Quickbooks Pro for Accountants	3
<i>Units</i>		<i>3</i>