

PROFESSIONAL BOOKKEEPER CERTIFICATE (ACT C142)

FCC	LTC	✓ OCC	WVC
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The Professional Bookkeeper certificate will prepare individuals for high demand accounting and bookkeeping jobs. Today's professional bookkeeper is part accountant, tax resource, and financial analyst. Bookkeeping, accounting, and auditing clerks constitute a vast occupational area, and therefore the job outlook is substantial. This specialized certificate will also prepare individuals for entrepreneurial companies and jobs.

First Semester			Credit Hours 9
ACC 1202	QuickBooks		3
ACC 2101	Financial Accounting		3
ACC 2241	Federal Tax Accounting		3

Second Semester			Credit Hours 9
ACC 1204	Bookkeeper Prep Professional		3
ACC 2102	Managerial Accounting		3
DAP 1201	Business Computer Systems		<u>3</u>
Total Credit Hours			18