

# Accounting – Bookkeeping

ACCOUNTING AND MANAGEMENT DEPARTMENT

Certificate 60504

The Bookkeeping certificate provides the student with the basic skills and knowledge for entry-level positions within the clerical/accounting field. Common duties performed in this field are posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting, and account analysis.

## Requirements for the Certificate

### Required courses:

BUSA 7	Principles of Accounting – Financial, <i>or</i>	5.0	CSU, UC
BUSA 72	Bookkeeping – Accounting	5.0	
BUSA 53	Ten-Key Calculations, <i>or</i>	2.0	
BUSA 81	Work Experience in Accounting	1.0	
BUSO 5	Business English, <i>or</i>	3.0	
BUSO 25	Business Communications	3.0	CSU

**TOTAL UNITS 9.0 - 10.0**

BUSA 7 can be substituted for BUSA 72 for those students pursuing a higher level certificate/degree or plan on taking a course for which BUSA 7 is a prerequisite.