

# PROFESSIONAL BOOKKEEPING & RECORDKEEPING (ATC)

## Advanced Technical Certificate

### Career-Technical Program

The Bookkeeping/Accounting Assistant program prepares students for occupational opportunities in the field of bookkeeping including payroll clerk, accounts receivable clerk, accounts payable clerk, and full-charge bookkeeper. Bookkeeping and related fields involve the day-to-day analyzing and recording of business transactions, preparing payroll, preparing financial reports, filing state and federal forms, analyzing data, and making decisions. Students will complete general education, general business, and bookkeeping/accounting specific courses that will lead to a Basic Technical Certificate, an Intermediate Technical Certificate, an Advanced Technical Certificate, or an Associate of Applied Science degree. Emphasis is placed on manual and computerized accounting applications, current business taxes, fraud investigation, and payroll.

Course	Title	Credits
<b>Semester 1</b>		
BOAA-110 or ACCT-201	Small Business Accounting or Principles of Accounting	3
BOAA-150	10-Key Skill Building	1
BUSA-101	Introduction to Business	3
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-183	Business Editing and Proofreading	3
Select one of the following:		3-5
BLDR-120	Financial Business Applications	
MCTE-101	Technical Mathematics	
GEM 3 - Mathematical Ways of Knowing		
<b>Credits</b>		<b>15-17</b>
<b>Semester 2</b>		
BOAA-111 or ACCT-202	Small Business Accounting II or Managerial Accounting	3
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I <sup>1</sup>	1
CAOT-132	Spreadsheets/Excel III	1
COMM-101	Fundamentals of Oral Communication	3
GEM 6 - Social and Behavioral Ways of Knowing		3
<b>Credits</b>		<b>12</b>
<b>Semester 3</b>		
BOAA-140	Quickbooks	3
BOAA-243	Fraud Investigation	1
BOAA-246	Current Business Taxes	3
CAOT-140	Database/Access I	1
CAOT-184	Records Systems Management	3
CAOT-205	Business Document Formatting/Transcription	2
<b>Credits</b>		<b>13</b>
<b>Semester 4</b>		
BOAA-113	Payroll Accounting	3
BOAA-290	Bookkeeping/Accounting Assist Internship	3
CAOT-210	Office Procedures and Technologies	3
Select 3 credits from the following:		3

BLDR-105	Customer Service	
BLDR-110	Supervisory Management	
BLDR-132	Employee Benefits and Compensation	
BMGT-256	Problem Solving Through Team Dynamics	
BUSA-211	Principles of Management	
BUSA-265	Legal Environment of Business	
CAOT-122	Word Processing/Word III	
CAOT-164	Computer Fundamentals for Technical Programs	
CAOT-166	Living Online for Technical Programs	
CAOT-204	Career Leadership	
ENTP-105	Entrepreneurship Skills	
<b>Credits</b>		<b>12</b>
<b>Total Credits</b>		<b>52-54</b>

### Course Key



GEM


AAS  
Institutionally  
Designated


Gateway



Milestone

<sup>1</sup> To meet industry recommendations, students must possess keyboarding skills of at least 35 wpm with 95% accuracy. NIC will assess this skill in the CAOT-120 course.

Upon completion, the student should be able to:

1. Demonstrate appropriate work relationships and habits, communication skills, and computation skills used in business.
2. Analyze and record financial transactions in a manual and computerized accounting system utilizing generally accepted accounting principles (GAAP).
3. Prepare financial statements according to generally accepted accounting principles.
4. Process payroll transactions in accordance with current payroll reporting requirements.
5. Complete accounting cycle tasks using general ledger accounting software.
6. Develop skill and proficiency using the latest version of QuickBooks. Proficiency leads to certification.
7. Utilize current income tax resources to prepare personal income tax returns.
8. Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.
9. Utilize various types of office machines and technologies.
10. Identify ethical issues associated with accounting and business situations. Apply appropriate principles of ethics and civic responsibility.