

Accounting: Bookkeeping Certificate – Direct Employment

Program Provider: Pima Community College

Total Program Credits: 31

Program Major Codes: CRTACT/ACT1

www.pima.edu/bookkeeping-cert



Program Details

Understanding basic accounting principles and maintaining accurate financial records is critical for all organizations. Students in Pima's Bookkeeping program learn the essential skills needed in today's business environment.

You will understand how to work with general ledgers, assets, liabilities, equity accounts, balance sheets, income statements, basic payroll, merchandise inventory, and internal controls and fraud prevention.

Upon completion of this program, you will be prepared to pass the nationally recognized Bookkeeper Certification Exam.

Career Options

Entry-level bookkeeping and accounting positions.

Outcomes

Upon successful completion of the Accounting: Bookkeeping Certificate program, you will be able to:

- Apply basic accounting principles: Accounts payable, accounts receivable and payroll transactions.
- Accurately record economic events.
- Use accounting software to carry out job functions.

Prerequisites/Placement

Placement assessments needed: reading, writing and math.

Academic Options

Continue your studies at Pima by taking classes toward an Accounting AAS or explore other business transfer options.

Program Pathway Requirements

Required Core Courses

A grade of C or better is required for graduation.

ACC 100	Practical Accounting Procedures	3 Credits
ACC 150	Payroll Accounting	3 Credits
ACC 200	Computerized Accounting I	3 Credits
ACC 204	Individual Tax Accounting	3 Credits
ACC 211	Financial Accounting [SUN# ACC 2201] [SUN# ACC 2201]	3 Credits
ACC 281	QuickBooks Computer Accounting	3 Credits
BUS 148	Ethics in the Workplace	3 Credits
BUS 151	Mathematics of Business	3 Credits
CSA 110	Spreadsheets: Microsoft Excel	3 Credits
STU 100	STU 100 - College Success and Career Planning	1 Credit
WRT 154	Career Communications	3 Credits

Total Credits
as Displayed: **31**