

# Bookkeeping

## Certificate of Applied Science Degree

### Description

The Bookkeeping program will prepare students for entry level accounting-related positions that are used by a variety of businesses. The Bookkeeping program is designed to provide students with the knowledge and skills necessary for employment in an accounting profession. Using the language of business, bookkeepers assemble and analyze, process, and communicate essential information about financial operations. Upon completion of the Bookkeeping degree, students will be prepared to work in public, private, or governmental agencies as accounting clerks, accounting technicians, bookkeepers, accounting support personnel, or payroll assistants.

### Program Outcomes

1. Analyze and process basic financial transactions through the accounting cycle for sole proprietorships, partnerships, and corporations.
2. Prepare and analyze financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
3. Communicate financial information to internal and external users to make business decisions.
4. Demonstrate proficiency in using computer software to perform bookkeeping and business tasks and prepare financial reports.
5. Perform basic office functions using standard and emerging technologies typical in entry-level accounting positions.
6. Prepare and process payroll records and reports in compliance with federal and state requirements.
7. Communicate orally and in writing at a professional level necessary for successful employment in a business environment.
8. Apply critical thinking skills to make decisions that demonstrate awareness of social responsibility as well as legal and ethical standards within the accounting profession.

### Job Opportunities

The Bookkeeping program has been designed to provide the necessary skills and experience for entry level accounting workers that every business hires. These employees manage accounts payable, accounts receivable, general bookkeeping, payroll processing, and a number of other functions in businesses of all sizes across the community. In many instances these workers function as small business office managers.

	Credits	
	Fall	Spring
ACTG 101 - Accounting Procedures I or ACTG 201 - Principles of Financial Accounting	4	
ACTG 180 - Payroll Accounting	4	
CAPP 120 - Introduction to Computers	3	
CAPP 156 - Microsoft Excel	3	
COMX 106 - Communicating in a Dynamic Workplace	3	
ACTG 102 - Accounting Procedures II <sup>+</sup>		4
ACTG 122 - Accounting & Business Decision <sup>+</sup>		3
ACTG 125 - QuickBooks <sup>*</sup>		3
AMGT 127 - Business Office Procedures or BMGT 215 - Human Resource Management		3
ACTG 298 - Internship		3
<b>Total Program Credits:</b>		<b>33</b>

\* Indicates prerequisites needed

+ Co-requisite courses

A grade of C- or better is required for all courses for graduation.

*This program begins in the FALL SEMESTER ONLY and enrollment in this program is LIMITED. Please contact Gallatin College for more information on start dates and enrollment availability.*