Accounting - Bookkeeping Certificate

Full-time, Fall Start

www.pima.edu/bookkeeping-cert

Prepare for a bookkeeping career by studying accounting theory and practical bookkeeping skills.

Title IV Financial Aid eligible: Yes

What can I do with this certificate?

Career options: Seek a bookkeeping position in a certified public accounting firm, in companies in a variety of industries, or start your own bookkeeping service.

Academic options: Continue your studies by taking classes toward an Accounting Associate of Applied Science degree or explore business transfer options.

CHOOSE YOUR COURSES WITH YOUR COLLEGE ADVISOR

Placement

Students must meet prerequisite standards before taking BUS 151 and WRT 154 required in the pathway below. If you are not prepared for these courses based on placement results you will need to take courses to build your skills prior to taking them. The sequence of courses follows.

Math: ICS 081 > BUS 151

Writing: ACL 080 > WRT 090 > WRT 154

Semester Pathway

This pathway is a suggested sequence of courses for your program of study. Work with an advisor to develop a unique pathway for you based on your placement recommendations, any prior college courses and your specific situation.

Note: Due to the nature of the accounting and taxation industry, we recommend that students begin this program Spring semester so they graduate at the end of Fall semester. The industry does the majority of its hiring in the spring.

Semester 1 – Fall (Semester Total: 16 credits)
ACC 100: Practical Accounting Procedures (3 credits)
ACC 150: Payroll Accounting (3 credits)
BUS 151: Mathematics of Business (3 credits)
CSA 110: Spreadsheets: Microsoft Excel (3 credits)
STU 100: College Success and Career Planning (1 credit)
WRT 154: Career Communications (3 credits)

Fall Semester 2 – Spring (Semester Total: 15 credits)
ACC 200: Computerized Accounting I (3 credits)
ACC 204: Individual Tax Accounting (3 credits)
ACC 211: Financial Accounting (3 credits)
ACC 281: QuickBooks Computer Accounting (3 credits)
BUS 148: Ethics in the Workplace (3 credits)

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PROGRAM TOTAL: 31 credits

Program/Major/Concentration Codes: **CRTACT/ACT1**

Find more information about this program at:
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