

Accounting - Bookkeeping Career Pathway Certificate

Less-Than-One-Year Certificate of Completion

The Accounting - Bookkeeping Career Pathway Certificate will prepare students to sit for a national bookkeeping certification.

Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

- Use bookkeeping software, spreadsheets, and databases.
- Enter (post) financial transactions into the appropriate computer software.
- Receive and record cash, checks, and vouchers.
- Post costs (debits) and income (credits) into software, assigning each to an appropriate account.
- Produce reports, such as balance sheets, income statements, and totals by accounts.
- Check for accuracy in figures, postings, and reports.
- Reconcile or note and report any differences found in records.
- Determine, calculate, and post accruals and deferrals.

Program Requirements

Number of credit hours necessary for completion: **18**

Technical Core

- [BUS 111 - Intro to Accounting](#) **4.00 credits**
 - [BUS 177 - Payroll Accounting](#) **3.00 credits**
 - [BUS 211 - Principles of Accounting I](#) **4.00 credits**
 - [BUS 228 - Computer Accounting Applications](#) **3.00 credits**
 - [CAS 133 - Intro to Computing Skills](#) **3.00 credits**
 - [CAS 133L - Intro to Computing Skills Lab](#) **1.00 credit**
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KLAMATH COMMUNITY COLLEGE

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Fall Term 2021

On Campus Courses

CGS100.03	College Survival & Success	M, W, F	1:00 - 1:50
CAS133.02	Intro to Computing Skills Lecture	M, W	2:00 - 3:20
CAS133L.02	Intro to Computing Skills Lab	T, R	2:00 – 3:20
BUS111.01	Intro to Accounting	M, T, W, R	2:00 - 2:50

Online Courses

CGS100.01DE	College Survival & Success		
CAS133.01DE	Intro to Computing Skills Lecture		
CAS133L.01DE	Intro to Computing Skills Lab		



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Winter Term 2022

On Campus Courses

BUS211.01 Principles of Accounting I M. W. F 2:00 – 3:20
(Prerequisite: BUS 111 with a grade of “C” or better)



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Spring Term 2022

On Campus Courses

BUS228.01	Computer Accounting Applications	MW	2:00 – 3:20
	(Prerequisite: BUS211 with a grade of “C” or better)		