PROFESSIONAL BOOKKEEPER - LEVEL ONE CERTIFICATE

The Bookkeeper Certificate program provides students with the skills and knowledge to gain proficiency in performing any combination of routine calculating, posting, and verifying duties to support an organization's bookkeeping function. The program prepares students to obtain primary financial data for use in maintaining accounting records using journals, ledgers, or computers, leading up to the creation of financial statements.

Stackable Credentials

- Associate of Applied Science - Accounting (http://coursecatalog.com.edu/catalog/areas-of-study/business/accounting-aas/#fulltimescheduletext)
- Certificate - Professional Bookkeeper (p. 1)

Full-Time Student Schedule

Course	Title	Semester Credit Hours
First Year		
Semester #1		
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications [1]	3
BUSI 1301	Business Principles [1]	3
	Semester Credit Hours	**9**
Semester #2		
ACNT 1313	Computerized Accounting Applications	3
POFT 1321	Business Math	3
BUSI 2301	Business Law [1]	3
	Semester Credit Hours	**9**
	Total Semester Credit Hours	**18**

[1] Course(s) listed in the Texas Common Course Numbering System (https://tccns.org/institution/id:14/yid:19/)

Part-Time Student Schedule

Course	Title	Semester Credit Hours
Semester #1		
ACNT 1303	Introduction to Accounting I	3
BUSI 1301	Business Principles [1]	3
	Semester Credit Hours	**6**
Semester #2		
ACNT 1313	Computerized Accounting Applications	3
BCIS 1305	Business Computer Applications [1]	3
	Semester Credit Hours	**6**
Semester #3		
BUSI 2301	Business Law [1]	3
POFT 1321	Business Math	3
	Semester Credit Hours	**6**
	Total Semester Credit Hours	**18**

[1] Course(s) listed in the Texas Common Course Numbering System (https://tccns.org/institution/id:14/yid:19/)