

Accounting Technology Bookkeeping

Short-Term Certificate

Available: Shoals Campus

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This short-term certificate is designed to prepare students for immediate employment or to allow current employees to advance to a new position. Students are provided with general accounting knowledge and skills to enable them to fill a bookkeeper position. It gives the students basic accounting skills they would need to complete journal entries and to maintain the general ledger of a company. They will also receive the necessary skills to prepare the payroll for a business and to complete quarterly payroll tax returns. Students should have the necessary skills to operate QuickBooks accounting software with confidences after completing this certificate.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

Program: Accounting Technology

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required;
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

General Education Requirements

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
ACT 114	Introduction to Accounting Database Resources	3
ACT 246 or OAD 137	Microcomputer Accounting	3
ACT 249	Payroll Accounting	3
Minimum Credit Hours for Graduation:		15