



## SCOTTSDALE COMMUNITY COLLEGE CERTIFICATE OF COMPLETION IN BOOKKEEPING



### **Why Accounting and Bookkeeping?**

Accountants and bookkeepers are constantly in high demand and command strong salaries. According to the U.S. Bureau of Labor Statistics, the average salary for an entry-level bookkeeper is \$26,000, with increases up to \$37,000 for more experience. The Bureau also expects consistent increases in demand for bookkeepers as well.

### **What Does a Bookkeeper Do?**

Bookkeepers maintain the financial records for an organization. They track and update expenditures, receipts, accounts payable and receivable, and profit and loss. They prepare financial statements to help management in decision-making. They are needed in every industry – manufacturing, retail, service, government, educational institutions, and hospitals.

Bookkeeping requires specialized training. For example, accounting today is highly computerized, so learning how to use accounting software applications is very critical. Most employers expect their bookkeepers to have a certificate of completion or even an associate degree in accounting and/or bookkeeping.

### **Bookkeeping Certificate at Scottsdale Community College**

Scottsdale Community College (SCC), accredited by the North Central Association, offers the Certificate in Bookkeeping for students who wish to pursue an entry-level accounting or bookkeeping position in a small to medium-sized company. You'll learn the basics of financial and managerial accounting as well as payroll, computerized, and tax accounting for a well-rounded education that will qualify you for a variety of industries.

The certificate is designed for students who either already have a college degree and want to “recareer” or who don’t have a degree but want to enter the accounting occupation as soon as possible. Many students use the certificate as a stepping stone to a higher-level accounting career later and even toward the eventual acquisition of a CPA.

The following pages discuss program requirements and provide a recommended academic plan toward the completion of your certificate.

# SCOTTSDALE COMMUNITY COLLEGE

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Student Name: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Prerequisite** (can be waived with permission of Department Chair):

Course Number	Course Title	Description	Credits	Grade
ENG 101	First-Year Composition OR	Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate English placement test score or a grade of "C" or better in ENG071.	0-3	
ENG 107	First Year Composition for ESL	Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.	0-3	

**Program Requirements (27 credits):**

Course Number	Course Title	Description	Credits	Grade
ACC105	Payroll, Sales and Property Taxes	Tax reporting for payroll, sales, and personal property. Prerequisites: None.	3	
ACC111	Accounting Principles I	Fundamental theory of accounting principles and procedures. Prerequisites: None.	3	
ACC112	Accounting Principles II	Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements.	3	
ACC115	Computerized Accounting	Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll.	2	
ACC212	Managerial Accounting	Development and analysis of accounting information for managerial planning and control.	3	
ACC221	Tax Accounting	Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures.	3	
BPC110	Computer Usage and Applications	Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None.	3	
GBS151	Introduction to Business	Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.	3	
GBS233	Business Communication	Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of department/division.	3	
OAS118	10-Key Touch	Touch system of numeric keys on ten-key pads. Prerequisites: None.	1	
<b>TOTAL CREDITS:</b>			<b>27-30</b>	

A grade of "C" or better required for all courses in the Certificate of Completion for Bookkeeping.

For information, contact: Susan Peterson at [susan.peterson@scottsdalecc.edu](mailto:susan.peterson@scottsdalecc.edu) or 480-423-6289.

## CERTIFICATE IN BOOKKEEPING RECOMMENDED COURSE SEQUENCE

The following recommended course sequence will allow you to earn your certificate in December of the third semester.

1 <sup>st</sup> Semester (Fall)		Credits	Semesters Offered	Day or Evening Classes	Online Available?
ENG101 or ENG107	First-Year Composition OR First Year Composition for ESL (if needed)	0-3	Fall, spring, summer	Both	Yes
ACC111	Accounting Principles I	3	Fall, spring, summer	Both	Yes
BPC110	Computer Usage and Applications	3	Fall, spring, summer	Both	Yes
GBS151	Introduction to Business	3	Fall, spring, summer	Both	Yes
<b>Total credits:</b>		9-12			

2 <sup>nd</sup> Semester (Spring)		Credits	Semesters Offered	Day or Evening Classes	Online Available?
ACC112	Accounting Principles II	3	Fall and spring	Evening only	No
ACC115	Computerized Accounting	2	Fall, spring, summer	Online only	Yes
ACC105	Payroll, Sales, and Property Taxes	3	Fall and spring	Evening only	No
OAS118	10-Key Touch	1	Fall and spring	Online only	Yes
<b>Total credits:</b>		9			

3 <sup>rd</sup> Semester (Fall)		Credits	Semesters Offered	Day or Evening Classes	Online Available?
GBS233	Business Communication	3	Fall, spring, summer	Both	Yes
ACC212	Managerial Accounting	3	Fall, spring, summer	Evening only	No
ACC221	Tax Accounting	3	Fall only	Evening only	No
<b>Total credits:</b>		9			

Notes:

- Courses are scheduled to avoid conflicts with each other.
- Evening courses meet once per week for around three hours per session.
- Day courses meet twice per week for either 75 or 85 minutes per session (either on Monday/Wednesday or Tuesday/Thursday).
- Online courses may last anywhere from 8 to 16 weeks. Please see college schedule for more detail.

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