**Colleges Contacted:**

**Mt.San Antonio College: Accounting – Bookkeeping Certificate**

<https://catalog.mtsac.edu/programs/programsaz/accounting/accounting-bookkeeping-certificate/>

Program description:

The Accounting - Bookkeeping Certificate provides basic accounting skills and knowledge, preparing the student for entry-level positions as an accounting clerk in areas such as bookkeeping, accounts receivable, accounts payable, inventory tracing/reporting, bank reconciliation, expense reporting, and account analysis.

Required courses: 3

BUSA 7 Principles of Accounting – Financial OR BUSA 72 Bookkeeping – Accounting 5 units

BUSA 75 QuickBooks for Accounting 3 units

BUSA 76 Excel for Accounting 3 units

Total units: 11

**San Bernandino Valley college: Bookkeeping Certificate of Career Preparation**

<https://catalog.valleycollege.edu/degree-certificate-program-index/accounting/bookkeeping-certificate-achievement/>

Program description:

Bookkeeping clerks along with accounting and auditing clerks are an organization's financial record keepers. They update and maintain one or more accounting records. All of these clerks make numerous computations each day. In small businesses, bookkeeping clerks handle all financial transactions and record keeping. In large offices and accounting departments, the clerks have more specialized tasks, such as accounts payable or accounts receivable. The responsibilities vary by level of experience.

Required courses: 3

ACCT 010 Bookkeeping 3 units

ACCT 090 Payroll Accounting 3 units

ACCT 047 Computerizedl Accounting OR CIT 114 Spreadsheets: Excel 3 units

Total units: 9

**UCLA Extension: Bookkeeping Specialization**

<https://www.uclaextension.edu/accounting-taxation-internal-audit/accounting-bookkeeping/specialization/bookkeeping>

Program description:

The four-course Bookkeeping Specialization provides the essential skills needed to be a successful bookkeeper, including accounting principles, payroll fundamentals, and QuickBooks. This program can be completed online or in the classroom.

Required courses: 4

MGMT X 423430 Bookkeeping and Accounting Essentials I

MGMT X 423431 Bookkeeping and Accounting Essentials II

MGMT X 423433 Cloud Based QuickBooks

MGMT X 42713 Payroll Tax and Accounting