PONTIS COMMUNITY SERVICES

PCS eLearn

CERTIFICATE IN BOOKKEEPING

The Bookkeeping Certificate is designed for any individuals interested in entering the field of bookkeeping. This program is designed to be completed in less than one year.

The Bookkeeping Certificate program will provide the academic foundation necessary for a position as a full-charge bookkeeper.

COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

Term 1 (6-weeks)

ENG 101 - Introduction to Business Writing	3 credit hours
INF 105 - Digital Literacy I (Microsoft Word)	3 credit hours
Total	6 credit hours

Term II (6-weeks)

ACC 101 - Introduction to Bookkeeping	3 credit hours
INF 106 - Digital Literacy II (Microsoft Excel)	3 credit hours
Total	6 credit hours

Term III (6-weeks)

ACC 102 - Introduction to Accounting	3 credit hours
MAT 105 - Mathematics with Business Applications	3 credit hours
Total	6 credit hours

Term IV (6-weeks)

ACC 201 - Introduction to Financial Accounting	3 credit hours
INF 201 - Digital Literacy III (Quickbooks)	3 credit hours
Total	6 credit hours

Term V (6-weeks)

ACC 202 - Introduction to Managerial Accounting	3 credit hours
ACC 217 - Computerized Accounting	3 credit hours
Total	6 credit hours

ACC 221 - Taxes	3 credit hours
ACC 237 - Payroll	3 credit hours
Total	6 credit hours

TOTAL FOR CERTIFICATE COMPLETION   **36 CREDIT HOURS**

SEPARATE WEBINARS OFFERED AFTER COURSE COMPLETION

Webinar 1 - NACPB (National Association of Certified Public Bookkeeping) – Exam Prep I – 3 hours

Webinar 2 - NACPB (National Association of Certified Public Bookkeeping) – Exam Prep II – 3 hours

COURSE DESCRIPTIONS

ACC 101 Introduction to Bookkeeping. (3) Introduction to Bookkeeping course is the ideal starting point for future business leaders, accountants and entrepreneurs. You don't need any previous knowledge of accounting. This course will help you: Learn about business transactions, the banking system and double entry bookkeeping, prepare payroll and ledger accounts and understand reconciliation and preparing the trial balance.

ACC 102 Introduction to Accounting (3) Introduction to Accounting provides comprehensive coverage of the accounting cycle for services and merchandising organizations. Topics include: Journalizing, posting, financial statements, closing, accounting systems, internal control, accounts receivable, accounts payable, inventory control, and payroll.

ACC 201 Introduction to Financial Accounting. (3) An introduction to the principles, and practice, of accounting. Emphasis is placed on the fundamentals of recording, adjusting, analyzing, and reporting financial information in accordance with Generally Accepted Accounting Principles. Includes the study of the accounting for cash, accounts receivable, inventory, fixed assets, accounts payable, liabilities, revenues and expenses.

ACC 202 Introduction to Managerial Accounting. (3) An introduction to the use of accounting data in managerial decision making with an emphasis on the capital structure of corporations, financial statement analysis and managerial accounting techniques. Content includes corporate organization, accounting for equity transactions, long-term obligations and investments, ratio analysis of financial statements, cost measurement systems, cost-volume-profit analysis, and budgeting.

ACC 217 Computerized Accounting. (3) Introduces the computer in solving accounting problems. Focuses on the operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting.

ACC 221 Taxes. (3) This is an introductory course in personal and business tax accounting. Emphasis is on the principles of federal income taxation as they relate to individuals and business organizations such as partnerships, LLC's and Corporations, including the laws, rulings, and regulations that govern the preparation of these tax returns.

ACC 237 Payroll. (3) This course covers the foundation required for success in calculating payroll, completing payroll taxes, and preparing payroll records and reports, focusing on practical applications as well as theory. Students have the opportunity to gain firsthand experience practicing concepts with useful, hands-on exercises involving relevant, detailed examples and real-life business application.

ENG 101 Introduction to Business Writing. (3) Introduction to Business Writing introduces foundational knowledge of what business report writing is and leverage effective writing tools to create contract proposals, business plans, executive summaries, recommendation reports, and internal business communications.

INF 105 Digital Literacy I (Microsoft Word). (3) Microsoft Word course will teach students how to use Microsoft Word to create documents, spreadsheets, charts, and graphs. Students also learn how to use formatting tools and create business letters and mail merges.

INF 106 Digital Literacy II (Microsoft Excel). (3) Microsoft Excel course will teach students how to use Microsoft Excel, a spreadsheet and data processing program, to create spreadsheets, budgets, charts, graphs, and formulas. Some courses also teach students how to use other Microsoft Office programs like Word and PowerPoint.

INF 201 Digital Literacy III (Quickbooks). (3) Quickbooks course will teach students how to use QuickBooks Online to manage a business's finances. Students learn how to record income and expenses, enter checks and bank transfers, and set up a chart of accounts. They also learn how to reconcile checking accounts, manage credit card and loan payments, and create and print invoices, receipts, and statements.

MAT 105 Mathematics with Business Applications. (3) This course integrates algebraic concepts, proportions, percents, simple interest, compound interest, annuities, and basic statistics with business/consumer scenarios. It also applies math concepts to the purchasing/buying and selling processes.