



Degree Guide:

Bookkeeping for Small Business Short Term Certificate

Program

[Business Administration \(BUS/BUS&\)](#)

Degree Type

Professional Technical Certificate

Offered Online

Yes

Program Coordinator

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Program Code: ATBBKC01

Program Outcomes

- Use QuickBooks ledger software to prepare financial reports
- Apply fundamental accounting procedures
- Analyze transactions, inventories, receivables, cash flow, financial statements, payroll, and budgets

Catalog #	Course Title	Credits
ACCT& 201	Principles of Accounting I	5
ACCT 215	QuickBooks	5
BUS 135	Bookkeeping Small Business Foundations	6
BUS 290	Internship in Business	1-5

Students must complete a total of 3 credits, or 99 hours (1 credit = 33 hours), of [BUS 290: Internship in Business](#)

Total Credits **19**



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Sample Schedule