



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	1-3

Total Credits	17-19
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Sample Schedule