The following program has been approved for deactivation.

Effective September 1, 2026, new enrollments will not be accepted.

Basic Bookkeeper

ACCO.T006.UG
Occupational Skills Award

Business & Industry Pathway
Learn more about Accounting

Credential Map

This certificate is ineligible for Federal Financial Aid, including Federal Pell Grants. Please visit Student Financial Aid Services for other financial aid options.

Program Requirements

First Year

Fall Term

- Meet with your Career Advisor

  Choose one from the following:
- ACNT 1303 - Introduction to Accounting **or**
- ACCT 2301 - Principles of Financial Accounting +

- ACNT 1311 - Introduction to Computerized Accounting

  Choose one from the following:
- ACNT 1313 - Computerized Accounting Applications **or**
- POFI 1449 - Spreadsheets
- Apply for Graduation

Total Certificate Hours: 9