

# ACCOUNTING - BOOKKEEPER I, SHORT-TERM TECHNICAL CERTIFICATE

Curriculum Code #0007

Effective May 2018

Division of Engineering, Business and Information Technologies (<http://catalog.lorainccc.edu/academic-programs/engineering-business-information-technologies>)

The bookkeeper I short-term technical certificate prepares the certificate holder for employment in an entry-level (clerical) bookkeeper position. Since the payroll clerk certificate is also achieved with this curriculum, routine payroll can also be prepared. All of these skills can be used to perform routine clerical functions. To build upon this certificate the bookkeeper II short-term technical certificate will take these skills to the next level.

For more information visit Program Website (<https://www.lorainccc.edu/business-programs/accounting/bookkeeper-1>)

Course	Title	Hours
<b>First Year</b>		
<b>Fall Semester</b>		
ACTG 151	ACCOUNTING I - FINANCIAL	4
CISS 121	MICROCOMPUTER APPLICATIONS I	3
SDEV 101	COLLEGE 101 <sup>1</sup>	1
	Hours	8
<b>Spring Semester</b>		
ACTG 152	ACCOUNTING II - MANAGERIAL <sup>2</sup>	4
ACTG 161	PAYROLL ACCOUNTING <sup>2</sup>	3
	Hours	7
<b>Second Year</b>		
<b>Fall Semester</b>		
ACTG 265	COST ACCOUNTING <sup>2,3</sup>	3
CISS 212	SPREADSHEET APPLICATIONS <sup>2</sup>	3
	Hours	6
	<b>Total Hours</b>	<b>21</b>

<sup>1</sup> A student must register for the orientation course when enrolling for more than six credit hours per semester or any course that would result in an accumulation of 13 or more credit hours.

<sup>2</sup> Indicates that this course has a prerequisite.

<sup>3</sup> This course offers an opportunity for experiential learning.

This short-term technical certificate contains basic academic and technical courses that are designed for entry-level employment situations. Some occupations or employers require an associate degree or higher.

Program Contact(s):

**Claudia Lubaski**  
440-366-7421

[clubaski@lorainccc.edu](mailto:clubaski@lorainccc.edu)

For information about admissions, enrollment, transfer, graduation and other general questions, please contact your Advising Team (<https://www.lorainccc.edu/admissions-and-enrollment/advising-and-counseling>). (<https://www.lorainccc.edu/admissions-and-enrollment/advising-and-counseling>)

**More program information can be found on our website.** (<https://www.lorainccc.edu/business-programs/accounting/bookkeeper-1>)