

# ACCOUNTING – BOOKKEEPER II, SHORT-TERM TECHNICAL CERTIFICATE

Curriculum Code #0008

Effective May 2019

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

The bookkeeper II certificate prepares the certificate holder for employment in a bookkeeper capacity above the clerical level. This certificate can only be completed after the Bookkeeper I short-term technical certificate is earned. The skills obtained should prepare a candidate to take the National Certification for Bookkeepers exam through the American Institute of Professional Bookkeepers. “Certified Bookkeeper” is a registered mark of The American Institute of Bookkeepers.

## First Year

Fall Semester		Hours
ACTG 251	INTERMEDIATE ACCOUNTING I <sup>1</sup>	4
ACTG 267	FEDERAL INCOME TAX PROCEDURES-INDIVIDUAL <sup>1</sup>	4
BADM 165	LEGAL ENVIRONMENT OF BUSINESS	3
Hours		11
Spring Semester		
ACTG 252	INTERMEDIATE ACCOUNTING II <sup>1</sup>	4
ACTG 253	FORENSIC ACCOUNTING <sup>1</sup>	3
BADM 251	PRINCIPLES OF MANAGEMENT	3
Hours		10
Total Hours		21

<sup>1</sup> Indicates that this course has a prerequisite.

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.

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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>).

**More program information can be found on our website.**  
(<https://www.lorainccc.edu/business-programs/accounting/bookkeeper-2>)