

ACCOUNTING – BOOKKEEPER II, SHORT-TERM TECHNICAL CERTIFICATE

Curriculum Code #0008

Effective May 2024

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

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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.

Program Contact(s):

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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/>)

Credit for Prior Learning (PLA) options may be available for your program. For more information, please visit our website: www.lorainccc.edu/PLA (<http://www.lorainccc.edu/PLA/>)

Program Learning Outcomes

1. Formulate professional opinions and guidance by analyzing both financial and non-financial data using critical thinking skills within ethical guidelines and standards.