

Diploma in Bookkeeping and Accounting Technology

Credits: 36

Program Description

The Bookkeeping and Accounting Technology program is designed to prepare students to provide technical administrative support to professional accountants and other financial management personnel. Includes instructions in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practice.

Program Outcomes

1. Demonstrate knowledge of the accounting cycle, including chart of account, preparation of trial balance, adjusting entries, closing entries, and financial statements preparation (i.e., income statement, statement of retained earnings, cash flow statements, and balance sheet).
2. Demonstrate proficiency in cash control procedures.
3. Use source documents to prepare and analyze transactions (Including invoices, credit memos and vendor statements, among others related documents).
4. Apply judgement in the application of accounting principles in a global marketplace.
5. Analyze financial information to make informed business decisions.
6. Maintain knowledge of ever-evolving accounting regulations and standards.
7. Utilizes technology to access, research, analyze, and interpret business information.
8. Demonstrate proficiency in the use of accounting software to maintain accounting records and produce reports.
9. Prepare business plan, budgets, and forecasts to support the management process.
10. Use ethical reasoning and judgement and act in accordance with legal responsibilities.

Program sequence will be available at the time of enrollment.

The language of instruction and program delivery modality are subject to availability.

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Core Courses			
Course	Title	Credits	Prerequisites
SPAN 101 or SPAN 103 or SPAN 105	Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	3	
ENGL 101 or ENGL 103 or ENGL 105 or ENGL 150	Introduction to English Language – Basic Level Introduction to English Language – Intermediate Introduction to English Language – Advanced Level English Composition I	3	
MATH 112ON	College Algebra	3	
COIS 101	Introduction to Computers	3	
MANC 101	Introduction to Business	3	
MANC 125	Business Ethics	3	
MANC 126	Business Communication	3	
ACCO 113	Introduction to Accounting I	3	
ACCO 114	Introduction to Accounting II	3	ACCO 113
ACCT 110	Computer Systems Applied to Accounting I	3	ACCO 114 AND COIS 101
ACCT 111	Computer Systems Applied to Accounting II	3	ACCT 110
MANC 127	Reconciliation and Auditing	3	ACCT 111
TOTAL CREDITS		36	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.
4. Graduation GPA: 2.00