

# Professional Bookkeeping Certificate Program

This Certificate Program including Part A and B, is designed to prepare individuals for an entry-level position as a bookkeeper or accounting clerk. It familiarizes students with generally accepted accounting and bookkeeping principles.

**Part A—October 18, 2011 – February 28, 2012**  
**Tuesdays 6:00 p.m. – 9:00 p.m.**

## Part A Topics

Accounting Basics and Computerized Bookkeeping  
Ethics and Fraud  
Payroll Principles and Procedures  
Accounts Receivable and Accounts Payable Procedures  
Bank Statement Reconciliation  
Budgeting

**Part B—February 21, 2012 – June 19, 2012**  
**Tuesdays 6:00 p.m. – 9:00 p.m.**

## Part B Topics

Inventory  
Depreciation  
Accounting Errors, Corrections, and Adjusting Entries  
Financial Statements and Trial Balances  
Journal Entries  
Cash Management  
Creating Reports and Tips in Using QuickBooks

**\$120 registration fee for each part**  
**To register, call 910.938.6294**



Bookkeepers are vital employees and business owners recognize the importance of the professional in this position. Thousands of new businesses open each year and every organization needs someone with the right training to maintain and update its financial records.

In this certificate program, students will apply their aptitude with numbers and attention to details to bookkeeping practices and technicalities. Practical application of concepts such as creating a chart of accounts, paying bills, generating the payroll for a business, and reconciling bank statements will be an integral part of the course. Throughout the course, students will have hands-on experience in using the many facets of QuickBooks for record keeping. The program is designed to provide the student with knowledge and application of bookkeeping concepts for an exciting career.

## Launch Your New Career!

Whether you work for an established business or earn extra income at home, the U.S. Bureau of Labor Statistics expects more than 212,000 new job opportunities for Bookkeepers through 2018.



**Coastal Carolina Community College**  
Division of Continuing Education  
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