



CERTIFICATE INFORMATION MANAGEMENT

Bookkeeping

Bookkeepers play a supporting role in the updating and maintenance of a company's accounts. They may work independently or in conjunction with accounting clerks or other accounting personnel. They may be responsible for keeping detailed records of incoming funds and outgoing expenditures.

Workers could be called on to use electronic software to record daily income and expense data, record daily sales, reconcile cash, enter employee payroll information, match invoices to shipping receipts, prepare bank deposits, reconcile credit and debit card transactions and maintain a file system. A person should be detail oriented and possess strong organizational, communication, and math skills to be successful in this job.

Why study bookkeeping?

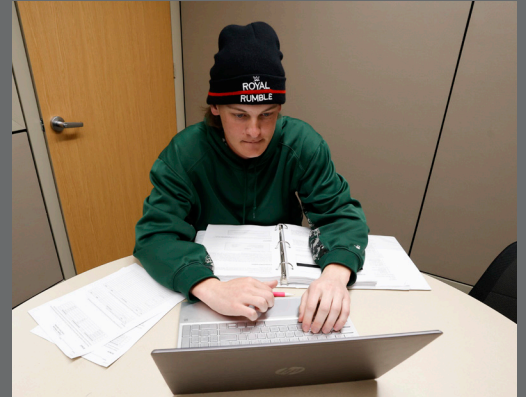
Typically, a two-semester diploma program provides program graduates with a set of workplace-ready skills. According to the U.S. Bureau of Labor Statistics, there is predicted to be an 11% growth between 2012 and 2022 in accounting support jobs. This program prepares individuals to perform entry level bookkeeping services. It will transfer smoothly into the four-semester Accounting Technician AAS degree.

Career choices

- Tax accountant support staff
- Accounts receivable
- Accounts payable
- Accountant support staff
- Bank teller

Focused courses for your degree

The study of accounting, accounting software, bookkeeping principles, records management, spreadsheet applications, data entry, and written and verbal communications, are key components in developing the expertise to be a bookkeeper.



COURSES REQUIRED

Bookkeeping (Certificate)

Fall Semester

ACCT 200 Elements of Accounting I	3 cr
ACCT 215 Business in the Legal Env't.....	3 cr
BOTE 108 Business Math	3 cr
BOTE 217 Records Management	3 cr
CIS 104 Microcomputer Database	3 cr

Spring Semester

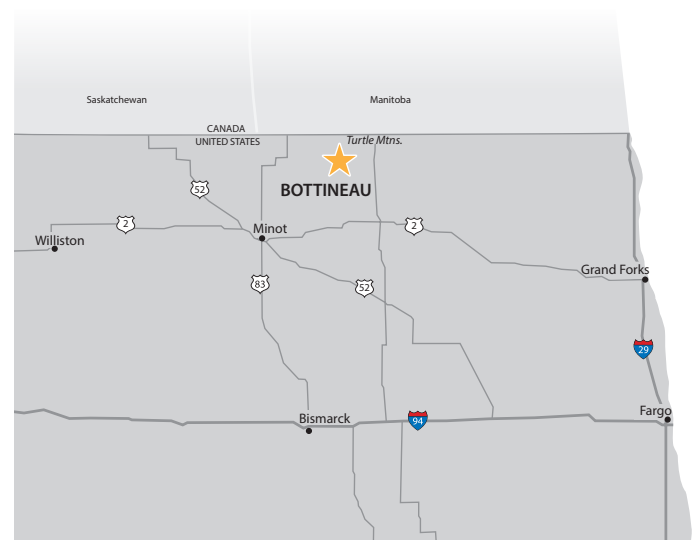
ACCT 201 Elements of Accounting II	3 cr
ACCT 260 Accounting Info. Systems.....	2 cr
ACCT 294 Independent Study: Certified Bookkeeper Professional Exam Preparation.....	3 cr
BOTE 209 Office Management	3 cr
BOTE 210 Business Communications	3 cr
BOTE 247 Spreadsheet Applications.....	3 cr

All courses subject to change.



DAKOTA COLLEGE AT BOTTINEAU VISION

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.



CONTACT INFORMATION

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