

Bookkeeping Certificate



Certificate
Available Locations

Bottineau,
Minot,
Online

Program Manager:
Misty Lindgren, Director for Academic Affairs
701-228-5476
misty.lindgren@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

THIS PROGRAM IS OFFERED ONLINE

This course of study prepares students to provide bookkeeping services to businesses including double-entry accounting systems, record-keeping systems and computerized accounting. The program offers the option of specialized study in preparation to become a Certified Bookkeeper and a member of The American Institute of Professional Bookkeepers.

Description of Program

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?

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 foursemester Accounting Technician AAS degree.

Career Choices

- Tax Accountant Support Staff
- Accounts Receivable
- Accounts Payable
- Account Support Staff
- Bank Teller

Fall

Course Code	Title	Credits
-------------	-------	---------

ACCT 200	Elements of Accounting I	3.0
ACCT 215	Business in the Legal Environment	3.0
BOTE 108	Business Mathematics	3.0
BOTE 217	Records Management	3.0
CIS 104	Microcomputer Database	3.0

Spring

Course Code	Title	Credits
ACCT 201	Elements of Accounting II	3.0
ACCT 260	Accounting Information Systems	2.0
XXXX 294	Independent Study or Directed Study	1.0-3.0
BOTE 209	Office Management	3.0
BOTE 210	Business Communications	3.0
BOTE 247	Spreadsheet Applications	3.0

	Total Credits	32
--	---------------	----