BOOKKEEPING, CERTIFICATE OF PROFICIENCY

The Bookkeeping Certificate prepares students for entry level employment as bookkeeping clerks. This one year certificate program is designed to accommodate those who are employed full time or are attending college on a part time basis seeking to upgrade their existing employment skills or begin a job as a bookkeeper or office manager for a small or medium sized business.

This program is available to be completed 100% online.

Program contact: Learn more

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

Learn more here, here, here, here, and here about how certificate credits apply to the related degrees.

Program Admission Requirements

- High School Diploma/GED not required, but highly recommended.
- ENG-0990 Language Fundamentals II or appropriate score on English Placement Test.
- MATH-0955 Beginning Algebra or qualified Math Placement.

Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

a. Communicate financial and related information both verbally and in writing, relative to their knowledge and skill level with internal and external constituents, both inside and outside the field.
b. Work collaboratively, professionally, ethically, and with fiduciary responsibility to pursue the corporate objectives in a manner that is within the appropriate professional code of conduct.
c. Accurately record and apply fundamental bookkeeping processes to properly record routine and nonroutine business transactions.
d. Utilize office suite products, including spreadsheets, database, word processing, presentation, and enterprise-wide technology along with proprietary accounting software to record daily bookkeeping tasks.

Suggested Semester Sequence

First Semester		Credit Hours
ACCT-1311	Financial Accounting	3
ACCT-xxxx	Any ACCT elective course [1]	3-4
BADM-1020	Introduction to Business	3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
	Credit Hours	**15-16**
Second Semester		
ACCT-1030	Payroll	3
ACCT-1520	QuickBooks Immersion	2
BADM-2151	Business Law	3
Select two of the following:		5-8
ACCT-xxxx:Accounting Elective (select from below list) [1]		
FIN-xxxx	Finance Elective	
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
	Credit Hours	**16-19**
	Total Credit Hours	**31-35**

[1] ACCT-1020 Applied Accounting cannot be used to fulfill elective requirements. Students must earn at least 6 credits of Accounting/ Finance Elective Coursework to complete the minimum required credits for completing a certificate of proficiency.

Electives

Select from below courses to fulfill elective requirement.

Code	Title	Credit Hours
ACCT-1011	Business Math Applications	3
ACCT-1341	Managerial Accounting	3
ACCT-1551	Excel for Accountants	2
ACCT-2310	Intermediate Accounting I	4
ACCT-2500	Governmental/Non-Profit Accounting	4
ACCT-2320	Intermediate Accounting II	4
ACCT-2340	Cost Accounting	4
ACCT-2830	Cooperative Field Experience	1-3
ACCT-28xx	Accounting Special Topics	2-4
FIN-1061	Personal Finance	3
FIN-2100	Financial Management	3
ACCT-1041	Individual Taxation	4

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses

prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.