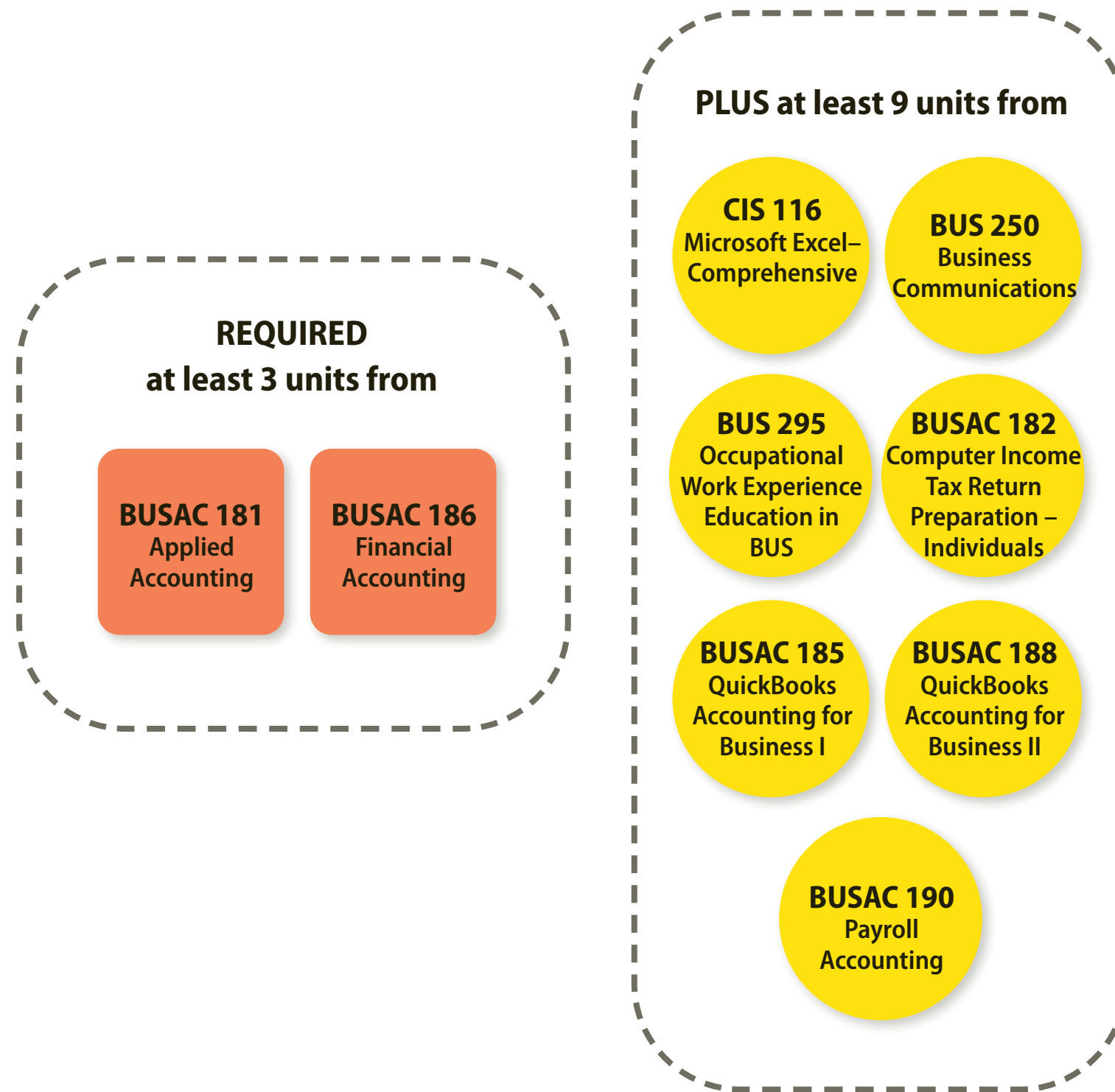
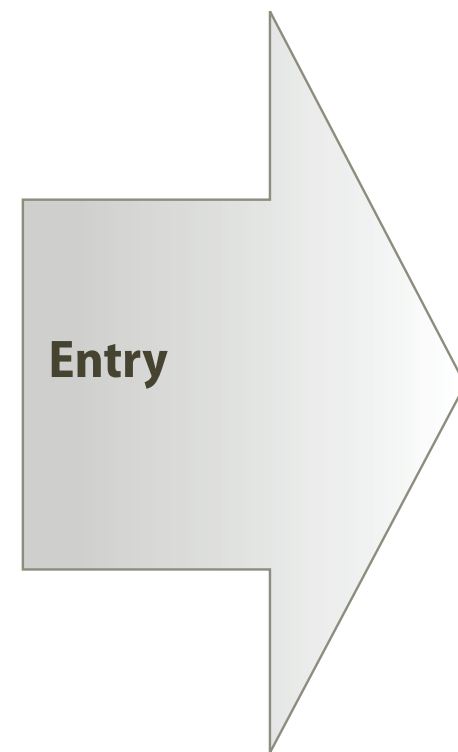
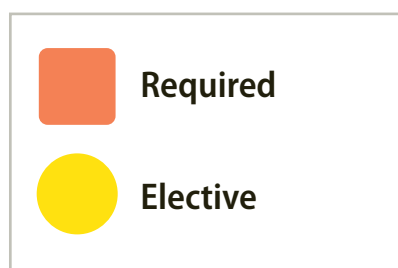


# Bookkeeping Certificate of Achievement



**total minimum required units 12**



## PROGRAM LEARNING OUTCOMES

Students completing the program will be able to:

1. Enter basic accounting transactions into an accounting software program.
2. Consolidate accounts on a monthly basis to track business income and expenses.
3. Compare and contrast the financial information prepared for different types of business entities.

## Careers in

- Entry-level employment in jobs requiring bookkeeping and accounting skills.

You need to see a Counselor for specific recommendations about courses that will best meet your educational goals. Not all courses on the map are offered every term. Consult the Catalog and the Schedule of Classes for more details.

For information about transferring, see:  
<https://www.dvc.edu/enrollment/transfer/index.html>

For information on careers in this field see:  
<https://www.dvc.edu/enrollment/career-employment/index.html>