COUNTY COLLEGE OF MORRIS

BOOKKEEPING

Certificate of Achievement

WHAT YOU WILL LEARN

This short 12-credit program is designed to prepare students with skills needed for a stable, in-demand career in bookkeeping. This program provides hands-on training in accounting principles, computerized accounting systems, payroll, financial record keeping, and essential business practices. Students who complete the Bookkeeping certificate will be prepared for entry-level opportunities and future study in business or accounting. Skills taught include:

- Preparing, recording, analyzing, and managing financial statements
- Payroll processing and payroll reporting
- Bank reconciliations and financial management
- Computerized accounting systems, including QuickBooks
- Business communication and professional workplace skills
- Organization, accuracy, and attention to detail in financial record keeping
- Ethical practices and confidentiality when handling financial information

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CAREERS OPPORTUNITIES

Graduates of the Bookkeeping certificate are prepared for entry-level roles that are valued by a wide range of businesses, organizations, and industries, including:

- Bookkeeper
- Accounting Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Payroll Clerk or Assistant
- Billing Clerk or Specialist
- Accounting Assistant
- Administrative Assistant with Accounting Duties
- Financial Records Clerk
- QuickBooks Specialist
- Tax Preparation Assistant
- Audit Support Clerk
- Bank Teller
- Other Financial Support Positions

CONTACT INFORMATION

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WHY STUDY BOOKKEEPING AT CCM?

CCM's Bookkeeping Certificate of Achievement Program is affordable, career-focused and designed to help students build job-ready skills they can use in today's workforce. Through CCM's Business Department, students gain experience with modern accounting tools and software while learning from faculty who bring both academic knowledge and professional insight.

The program emphasizes real-world learning through business scenarios commonly found in small businesses, corporations, nonprofit organizations and entrepreneurial settings. Whether students want to pursue immediate employment or continue their education in Business Administration or Accounting, CCM's bookkeeping training provides a strong foundation for their next step.

WHERE YOU CAN GO!

This 12-credit certificate stands alone as a powerful credential or pairs perfectly with CCM's 60-credit Associate of Science (A.S.) in Business Administration degree. Whether you are looking to enter the workforce quickly, enhance your current job skills, change careers, or build a foundation for further study in accounting or business, the Bookkeeping certificate provides practical, career-focused training to help you achieve your goals. With additional education, such as an associate or bachelor's degree, you may pursue advanced roles such as:

- Accountant
- Staff Accountant
- Financial Analyst
- Auditor
- Tax Accountant
- Budget Analyst
- Payroll Manager
- Controller
- Finance Manager
- Business Analyst
- Cost Accountant
- Revenue Analyst
- Corporate Accountant
- Credit Analyst
- Operations Manager

According to the U.S. Bureau of Labor Statistics nearly 184,000 openings for bookkeeping, accounting and auditing clerks are projected each year over the next decade. These opportunities reflect ongoing demand across many industries as employees retire or move into other roles, making bookkeeping skills valuable, flexible and widely applicable across a wide range of industries and organizations.

CURRICULUM - 0347

CORE COURSES (12 CR)

Principles of Accounting I - Financial Accounting	ACC 111	3
Principles of Accounting I - Mangerial Accounting	ACC 112	3
Computerized Accounting	ACC 105	3
Payroll Accounting	ACC 203	3
TOTAL		**12**

Note: You must see a faculty advisor to plan your sequence of courses. For the most up-to-date listing of courses, see the Curriculum Checklist.