

Bookkeeping Certificate (BKC)

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The Bookkeeping Certificate at Cincinnati State is for individuals seeking employment as a bookkeeper in a small or medium-sized organization. Graduates of the certificate program are prepared to take the national certification exam offered by the American Institute of Professional Bookkeepers. The certificate program does not include cooperative education.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

Bookkeeping Certificate

First Year

Semester 1		Lec	Lab Credits	
ACC 101	Financial Accounting	2	2	3
IM 111	Computer Applications 1	2	3	3
MAT 111	Business Mathematics	2	2	3
Semester 2				
ACC 121	Computerized Bookkeeping:	0	4	2
& ACC 122	QuickBooks 1 and Computerized Bookkeeping: QuickBooks 2 *			
ACC 130	Payroll Procedures	3	0	3
ACC 180	Federal Taxation: Business	3	0	3
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
Semester 3				
ACC 102	Managerial Accounting	2	2	3
ACC 115	Accounting Software Applications: Sage (Peachtree)	1	2	2
ACC 185	State and Local Taxation	3	0	3
ACC 240	Bookkeeping Certification Review	4	0	4
Total Credits:		24	18	32

* These 7-week courses are offered consecutively during the same semester.

Faculty

Program Chair

Professor Michele Geers, CPA
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