



Wayne
County
Community
College
District

Bookkeeping

ABOUT THE PROGRAM

The Bookkeeping short-term certificate is designed to provide students with in-depth instruction in the field of Accounting with a concentration in Bookkeeping. The program covers the foundational knowledge and skills needed to help process a company's business transactions. The curriculum focuses on the role of accounting in business and management. Students will encounter real-world scenarios where they will use accounting information resources and systems, and present conclusions based on accounting and business data. Additionally, students will use ledgers, journals, and worksheets to complete formal, informal, and quantitative accounting tasks.



PAY

The median annual wage for bookkeeping, accounting, and auditing clerks was \$39,240 in May 2017. Many bookkeeping, accounting, and auditing clerks work full-time. About 1 in 4 worked part-time in 2016. They may work longer hours to meet deadlines at the end of the fiscal year, during tax time, or when monthly or yearly accounting audits are performed. Those who work in hotels, restaurants, and stores may put in overtime during peak holiday and vacation seasons.

JOB OUTLOOK

Employment of bookkeeping, accounting, and auditing clerks is projected to decline from 2016 to 2026. Technological change is expected to reduce demand for these workers.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, September 2018, Bookkeeping, Accounting, and Auditing Clerks, on the Internet at <http://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm>

WHAT DO BOOKKEEPERS DO?

Bookkeepers produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy. As organizations continue to computerize their financial records, many bookkeeping, accounting, and auditing clerks use specialized accounting software, spreadsheets, and databases. Most clerks now enter information from receipts or bills into computers, and the information is then stored electronically. They must be comfortable using computers to record and calculate data.

The widespread use of computers also has enabled bookkeeping, accounting, and auditing clerks to take on additional responsibilities, such as payroll, billing, purchasing (buying), and keeping track of overdue bills. Many of these functions require clerks to communicate with clients. The professional, scientific, and technical services industry includes the accounting, tax preparation, bookkeeping, and payroll services sub-industry.

WHERE DO THEY WORK?

Bookkeeping clerks work in offices. Bookkeepers who work for multiple firms may do site visits to their clients' places of business. They often work alone, but sometimes they collaborate with accountants and managers, and depending on the size of the organization, they may work with bookkeeping, accounting, and auditing clerks from other departments.

**Wayne County Community College District....
Jobs for Today, Jobs for the Future!**

**FOR MORE INFORMATION, CALL 313-496-2600
OR VISIT OUR WEBSITE AT WWW.WCCCD.EDU**



Recommended Sequence of Courses

Bookkeeping: Short-Term Certificate

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

ACC 110	Principles of Accounting I	4
BUS 150	Introduction to Business	3
MGT 205	Principles of Management	3
SEMESTER TOTAL	10

SEMESTER 2

ACC 111	Principles of Accounting II	4
ACC 112	Computerized Accounting	3
BUS 240	Business Communication	3
SEMESTER TOTAL	10
CERTIFICATE TOTAL	20

Note: Certificate totals may not include prerequisites.



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