

**ADMINISTRATIVE OFFICE MANAGEMENT/BOOKKEEPING –  
Certificate of Proficiency - Effective Catalog Year 2018-2019**

The objective of this program is to prepare students for employment in entry-level positions in business, nonprofit, and government organizations. Students who complete this certificate can expect to find employment as a bookkeeper, management trainee, office manager, or bank teller/loan officer trainee. To further advance in this career area, completion of QuickBooks certification and/or American Institute of Professional Bookkeepers (AIPB) licensing is recommended. All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business.

___ ENGL 151	English I	3 cr.
___ ACCT 121	Fundamentals of Accounting	3 cr.
___ ACCT 161	Principles of Accounting I	3 cr.
___ ACCT 162	Principles of Accounting II	3 cr.
___ CSIT 123	Integrated Office Software	3 cr.
___ CSIT 126	Intermediate Spreadsheets & Database	3 cr.
___ BUSN 210	Business Communications	3 cr.
___ BUSN 220	Career Management and Professional Behavior	3 cr.
___	AOM-Bookkeeping Certificate Course Selection	3 cr.
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	<b>Total Credits</b>	<b>30 cr.</b>

**AOM-Bookkeeping Certificate Course Selections:**

- BUSN 131 Introduction to Business Administration
- BUSN 271 Principles of Management
- BUSN 151 Human Resource Management
- BUSN 170 Small Business Management
- BUSN 251 Business Law I

Completion of QuickBooks certification and/or American Institute of Professional Bookkeepers (AIPB) licensing may be substituted for one AOM Bookkeeping Certificate Course Selection elective.

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