



APPRENTICESHIP PROGRAM

Bookkeeper (Accounting Technician)

PROGRAM OUTCOMES:

Provides students with the fundamental recordkeeping skills needed for general office employment.

PROGRAM LENGTH:

Diploma hours: 495

AAS hours: 480

A probationary period of 500 hours

CERTIFICATION:

Bookkeeping Certificate

ON-THE-JOB LEARNING COMPETENCIES:

- Using computers and computer systems to program, write software, set up functions, enter data, or process information.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Developing constructive and cooperative working relationships with others and maintaining them over time.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.



JOB FUNCTIONS:

- Maintain account records or financial records.
- Operate computers or computerized equipment.
- Verify the accuracy of financial or transactional data.
- Compile data and/or documentation.

SKILLS:

Mathematics, Critical Thinking, and Accounting Software

