



# SNAP Employment and Training Program

## Certificate in Bookkeeping

### Train for a great career in bookkeeping.

Are you an analytical thinker who enjoys making the most of your talent and understanding of numbers? Do you find satisfaction in organizing facts and working with figures that provide important financial data?

Our two-semester, 19-credit Bookkeeping certificate program, is designed for professionals already working in the field as well as those interested in beginning a new career through an entry-level position. As you cover the fundamentals of accounting and bookkeeping in this program, you will work with ledgers, journals, financial statements, and fine-tune your skills in inventory accounting. You will study the principles of managerial accounting and learn to use accounting information systems, including industry-standard software. Upon completion, you will be prepared to sit for exams leading to certifications in Excel and QuickBooks software as well as professional certification in bookkeeping from the American Institute of Professional Bookkeepers.

### Curriculum

Semester 1		
ACC 101	Principles of Accounting I	3
ACC 230	Principles of Taxation OR	
ACC 235	Accounting Information Systems	3
BUS 1XX	Elective	3
Semester 2		
ACC 210	Principles of Accounting II	3
ACC 220	Managerial Accounting	3
ACC 299	Accounting Capstone	4

Total Credits: 19

Goodwin University is a nonprofit institution of higher education and is accredited by the New England Commission of Higher Education (NECHE), formerly known as the New England Association of Schools and Colleges (NEASC).



For more information, contact:  
**860-727-6936**  
[www.goodwin.edu/snap](http://www.goodwin.edu/snap)

Placement evaluation guidelines apply for this program. Lifetime access to Career Services including job-search assistance; resume-writing, and mock-interviewing is available to graduates.