



SNAP Employment and Training Program

Bookkeeping Clerk

Program Overview

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? 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.

Course Length

1 semester (15 weeks)
120 hours

Curriculum

Students will develop skills in the following areas

CE BMAM 081	Certified Bookkeeping Principles
CE BMAM 082	Mastering, Adjusting & Correcting Entries
CE BMAM 083	Mastering Inventory & Internal Controls
CE BMAM 084	Mastering Depreciation & Payroll



For more information, contact:
(800) 727-6936
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. This is not a credit-bearing program.