

# 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	<b>Certified Bookkeeping Principles</b>
CE BMAM 082	<b>Mastering, Adjusting, &amp; Correcting Entries</b>
CE BMAM 083	<b>Mastering Inventory &amp; Internal Controls</b>
CE BMAM 084	<b>Mastering Depreciation &amp; Payroll</b>

Contact us today!

**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. This is not a credit-bearing program