

FINANCIAL ACCOUNTING

**ACCOUNTING
LETTER OF RECOGNITION**

CAREERS CENTER
ROOM 349, 410-777-2390

Award: Letter of Recognition

Total Credit Hours: Nine credit hours.

Purpose: This program provides the knowledge and skills required of an entry-level bookkeeper. For high school graduates who desire efficient entry to the workforce as bookkeepers, or students who are working in specialized bookkeeping functions, such as payables or receivables clerks, who desire upward mobility through an expanded set of skills that enable them to perform a more general bookkeeping function. Because the program is carefully tailored to job-related skills, the student can complete it in one term.

RANGE OF OCCUPATIONS

- Bookkeeper
- Accounting clerk
- Audit clerk

Occupations can be explored further through the virtual Careers Center at www.aacc.edu/careers.

Award Requirements: Completion of the required courses with a grade of C or better. Students apply to the Records and Registration office for the Letter of Recognition after they have completed the requirements.

Related Educational Opportunities: Additional courses, credentials and/or certifications may be available through the AACC School of Continuing and Professional Studies. Visit www.aacc.edu/coned for more information.

REQUIREMENTS: 9 credits

	CREDITS
BPA 100 Accounting Basics	3
BPA 101 Bookkeeping Fundamentals	3
BPA 217 Small Business Accounting	3