



Certified Bookkeeper

Job Description

Bookkeepers oversee a company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Employment Outlook

According to the U.S. Department of Labor's Bureau of Labor Statistics, the median annual wage is \$45,560.

Admissions Requirements

Students must be 18 years of age and have a high school diploma or GED to enroll in this course, as well as have proficient computer and communication skills.

Program Description

Certified Bookkeepers are to bookkeeping what CPA's are to accounting; the cream of the profession. The four modules in this certificate program focus on preparing you for the AIPB Certified Bookkeeper exams by helping you master the skills and knowledge required for certification.

Modules:

- Bookkeeping Practices
- Mastering Correcting and Adjusting Entries
- Mastering Depreciation and Payroll
- Mastering Inventory, Internal Controls and Fraud Prevention

Students who successfully complete all four Bookkeeping modules in the program will be awarded a certificate of completion. To achieve the Certified Bookkeeper credential and designation, students can submit an application to the American Institute of Professional Bookkeepers (AIPB) at <https://aipb.org> and pass the credentialing exams. The credential is optional but recommended for employment. Exam fees are not included. This program is offered in conjunction with Naugatuck Valley Community College.

Time Commitment

This online program includes 99 hours of online instruction.

CRN: 3402 PRFD MM847

Dates: September 7 to January 11, 2023 (no class 11/23, 12/26, 12/28, 1/2)

Day: Monday and Wednesday

Time: 6:00 p.m. – 9:00 p.m.

Instruction type: LRON

Instructor: Howard Elkin

Fee: \$2,390 (Includes textbooks)

Note: This course will have students attending from other colleges.

Payment Information

Total cost of the program is \$2,390 including textbooks. Students must drop at least 1 day prior to the start of the program in order to receive a refund, if you are on a payment plan the \$25 payment plan fee is non-refundable.

Contact Information

For more information or to register please call 860 253-3028 or email schampagne@asnuntuck.edu

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