



BOOKKEEPING

PROGRAM DETAILS

Program Description

The Bookkeeping diploma program is designed to train students for employment in various industries that utilize Bookkeeping skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as business math, accounting, computer applications, and bookkeeping. Each course consists of theory and practical application. There are readings, projects, and exams as determined by each instructor to meet course and program objectives.

Program Objectives

Upon completion of the Bookkeeping Program, students may seek entry-level employment in business, government, or a variety of industries where basic bookkeeping skills are needed.

DIPLOMA PROGRAM Bookkeeping

Course Number	Course Title	Credits	Pre-Requisites
ACCTG 101	Bookkeeping Basics	3.0	
MATH 110	Business Math	3.0	
CIT 100	Introduction to Computers	3.0	
ACCTG 102	Intermediate Bookkeeping	3.0	
ACCTG 110	Accounting I	3.0	
CIT 104	Internet Basics	3.0	
ACCTG 210	Accounting II	3.0	
EMPL 101	Employment Skills	3.0	

★ DIPLOMA PROGRAM 1) Admission Requirements

1. Must be 18 years or older or have written permission from a parent or legal guardian.
2. Complete enrollment agreement for diploma and continuing education program.
3. Complete in-person interview.
4. Provide a copy of their high school diploma or GED or similar and translated document if they completed secondary education in another country. Documents from non-English speaking countries must be translated into English.
5. Provide official transcript from other licensed or approved postsecondary schools if seeking transfer credit. Documents must be translated into English.
6. Official transcripts and any other documentation must be forwarded directly to the University by the granting institution.
7. Complete all financial obligations with Atlantis University and all required exit paperwork.