ACCOUNTING – BOOKKEEPER II, SHORT-TERM TECHNICAL CERTIFICATE

Curriculum Code #0008

Effective May 2026

Division of Engineering, Business and Information Technologies (http://catalog.lorainccc.edu/academic-programs/engineering-business-information-technologies/)

The bookkeeper II certificate prepares the certificate holder for employment in a bookkeeper capacity above the clerical level. This certificate can only be completed after the Bookkeeper I short-term technical certificate is earned. The skills obtained should prepare a candidate to take the National Certification for Bookkeepers exam through the American Institute of Professional Bookkeepers. “Certified Bookkeeper” is a registered mark of The American Institute of Bookkeepers.

First Year		
Fall Semester		**Hours**
ACTG 251	INTERMEDIATE ACCOUNTING I [1]	4
ACTG 267	FEDERAL INCOME TAX PROCEDURES-INDIVIDUAL [1]	4
BADM 165	LEGAL ENVIRONMENT OF BUSINESS	3
	Hours	**11**
Spring Semester		
ACTG 252	INTERMEDIATE ACCOUNTING II [1]	4
ACTG 253	FORENSIC ACCOUNTING [1]	3
BADM 251	PRINCIPLES OF MANAGEMENT	3
	Hours	**10**
	Total Hours	**21**

[1] Indicates that this course has a prerequisite.

This short-term technical certificate contains basic academic and technical courses that are designed for entry-level employment situations. Some occupations or employers require an associate degree or higher.

Program Contact(s):

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For information about admissions, enrollment, transfer, graduation and other general questions, please contact your advising team (https://www.lorainccc.edu/admissions-and-enrollment/advising-and-counseling/).

More program information can be found on our website. (https://www.lorainccc.edu/business-programs/accounting/bookkeeper-2/)

Credit for Prior Learning (PLA) options may be available for your program. For more information, please visit our website: www.lorainccc.edu/PLA (http://www.lorainccc.edu/PLA)

Program Learning Outcomes

1. Formulate professional opinions and guidance by analyzing both financial and non-financial data using critical thinking skills within ethical guidelines and standards.