

Bookkeeping Certificate Program Guide 2023-2024

Career Highlights

Bookkeepers work with financial transactions and records, such as expenditures, receipts, accounts payable/receivable, and profit and loss records. They represent a wide range of skills and knowledge, from maintaining an entire company's books to handling a specific account.

Bookkeepers keep complete, up-to-date, and accurate records of accounts and financial arrangements. They verify and enter information into journals and ledgers or into a computer, balance the books, and compile reports and financial statements. Numerous computations are done each day, which require bookkeepers to be comfortable using computers to calculate and record data.

For more information regarding this career visit: [Career Coach](#).

Program Information

The Bookkeeping certificate is designed to prepare students for a career as an entry-level bookkeeper or to provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs.

Bookkeepers maintain their employers' financial records by using accounting software and other tools. They play a major role in determining a company's success. Employers want highly trained and ethical bookkeepers. Students can be expected to learn the following:

- Accounting fundamentals
- Accounting principles
- Payroll functions
- QuickBooks

Eligibility Requirements

To be eligible for the program candidates must:

- 18 years or older.
- [Apply online](#) or in-person at any NOCE Center.
- Complete an online General Orientation at least 24 hours prior to registering for Bookkeeping Certificate Program courses.

Program Location and Contact Information

NOCE Anaheim Campus
1830 W. Romneya Drive
Anaheim, CA 92801

Career Technical Education (CTE)
Office, Room 513
714-808-4915
careers@noce.edu

Contact for general certificate
program information

Counseling and Student Services
Department, Room 215
714-808-4682
counseling@noce.edu

Contact for course advisement,
career counseling, and college
planning

Program of Study Leading to a Certificate

This information is for advisement purposes only and is subject to change.

Required Core Courses for Bookkeeping Certificate				
Core courses are listed in the order of the program's recommended sequence				
Course #	Course Title	Hours	Prerequisite(s)	Completion Status
BUSA 100	Accounting Fundamentals for Bookkeepers	36	-	
COMP 650	QuickBooks Fundamentals for Financial Office Applications	36		
BUSA 101	Accounting Principles for Bookkeepers	36	<ul style="list-style-type: none">BUSA 100	
BUSA 102	Payroll Fundamentals for Bookkeepers	36	<ul style="list-style-type: none">BUSA 100	

Completion Timeline

All required courses for the Bookkeeping Certificate must be completed and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Those students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or take any additional program requirements.

It is recommended that students see a NOCE Counselor upon enrollment to complete an educational plan. Counselor appointments can be made in person at the Anaheim campus in room 215, by phone at 714-808-4682, or via email at counseling@noce.edu.

Additional Program Information

Catalog Rights and Completion Deadline

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language.

Continuous enrollment is enrollment in any two of the previous consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in WFPR 100, WFPR101, keyboarding exams, and required certifications (e.g., CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

Course Substitutions:

This program does not allow any course substitutions.

Challenge Exams

This program does not offer any challenge exams.

Program Attendance and Grading Requirements

In-Person Classes	Online Classes
<p><u>First Day Of Class</u> ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist.</p> <p>No student will be allowed to enroll in a class after the established deadline.</p>	<p><u>First Week of Attendance</u> FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign into your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist, and you will be dropped from the course.</p> <p>If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes.</p> <p>No student will be allowed to enroll in a class after the established deadline.</p>
<p><u>Ongoing Attendance</u> Regular attendance is expected of every student.</p>	<p><u>Ongoing Active Participation</u> Ongoing active participation is expected of every student. Active participation requires more than just logging onto Canvas. Students who do not actively participate on a weekly basis will be dropped from the class up until the second census date.</p>
<p><u>Waitlisted Students</u> Before the class start date, students on the waitlist will be notified via e-mail as soon as a seat is</p>	<p><u>Waitlisted Students</u> Through the first week of classes, students on the waitlist will be notified via e-mail as soon as a seat is</p>

In-Person Classes	Online Classes
<p>available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.</p> <ul style="list-style-type: none"> • The waitlist process is only valid before the class start date. • After the class starts, students interested in adding a closed class must have instructor permission, so it is recommended that students who were on the waitlist attend the first day of class and request instructor permission to be added. • For classes five weeks in length or less, students cannot add after the start date. • For classes six weeks in length or more, students cannot add after the second meeting of the class. • No student will be allowed to enroll in a class after the established deadline. 	<p>available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.</p> <ul style="list-style-type: none"> • The waitlist process is only valid through the end of the first week of the class. • During the 2nd week of classes, students still interested in adding a closed class must contact StarHelp at 714.808.4679 or e-mail starhelp@noce.edu. • No student will be allowed to enroll in a class after the established deadline.
<p>Grading Policy All courses in this program are graded (Pass or No Pass).</p> <p>In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.</p>	<p>Grading Policy All courses in this program are graded (Pass or No Pass).</p> <p>To be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements through ongoing active participation and the 80% or higher grading requirement.</p>

Graduation Check for Program Certificate and Commencement

To receive the certificate and participate in the Commencement Ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of their final term to complete the application for the program certificate. If you do not plan on participating in the Commencement Ceremony, you still must schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.



Accredited by the Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200 Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romney Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.nocce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.