



## Credential Options

## Cost Details

### Quickbooks Certified User/Quickbooks+Certipoint

\*recommended

Bookkeeping in the 21<sup>st</sup> century requires more than knowledge of GAAP principles or an eye for detail- students need relevant computing skills. Intuit Quickbooks, the industry leader in managerial accounting software for entrepreneurs and small business, provides an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today. **May be substituted for similar software platforms.**

Completion Time: **1-3 months.**

Difficulty Level (Low, Moderate, High, Very High): **High.**

#### Exam:

- \$150.00

#### Preparation:

- \$580.00 (2-day online course).

### Certified Public Bookkeeper/National Association for Certified Public Bookkeepers

The Bookkeeper Certification is accredited by the National Bookkeepers Association. The Certification is recognized throughout the United States and its properties. Achieving this certification validates skills in bookkeeping, accounting principles, payroll, and Quickbooks. This is an entry-level certification; candidates should complete the 4 courses prior to taking the exam if they do not possess an AA or BA. It is recommended the candidates dedicate 2-3 months to prepare for taking the exam. Additionally, candidates should possess 2,000 hours of bookkeeping/accounting experience.

Completion Time: **6-12 months.**

Difficulty Level (Low, Moderate, High, Very High): **Very high.**

#### Exam:

- \$150.00

#### Preparation:

- \$1,800.00-\$2,000.00.



# Credentials & Coursework — Staff Accountant

## Higher Ed Coursework (Year 3)

Course	Description	Approx. Cost*
ACC 121 Accounting Principles	This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations.	\$800
PHI 205 Business Ethics	Examines major ethical theories and then applies ethical decision-making criteria to various moral issues and challenges in a business environment.	\$800
COM 115 Public Speaking	Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.	\$800
BUS 115 Intro. To Business	Introduces the application of fundamental business principles to local, national, and international forums.	\$800
ACC 122 Accounting Principles II	Covers the application of accounting principles to business. Topics include corporate equity and debt financing, investments, cash flow statements, financial analysis, and budgeting.	\$800

\*Training and Higher Ed Coursework may vary based on the needs of the employer and the trajectory of the apprentice. The above information suggests a sample of what the apprenticeship would entail.