Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 7040

Course Title: Certified Bookkeeper

Course Description: National Certification for Professional Bookkeepers
The American Institute of Professional Bookkeepers (AIPB) has established a professional certification for working bookkeepers. By successfully passing tests that cover six subjects, signing a code of ethics and demonstrating two years’ experience in bookkeeping, you earn the right to put “CB” after your name.

Suggested Course Prerequisite(s): 1-2 years of bookkeeping experience

Course Resources: Textbook

Student Learning Outcomes:
1. Effectively prepare students to pass the Certified Bookkeeper (CB) exam and obtain their certificate.
2. Improve student bookkeeper performance by enhancing theoretical bookkeeping knowledge and practical skills.
3. Introduce students to topics, issues, and developments affecting the financial and accounting profession.

Certification Notes: N/A

Next course recommendation: N/A

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Week 1: Introductions
Certification
Exam Fees
Accruals, Deferrals and Trial Balance
Week 2: Accruals, Deferrals and Trial Balance
Correction of Accounting Errors
Bank Reconciliation

Week 3: Correction of Accounting Errors
Bank Reconciliation

Week 4: Catch-up and Review for Exam
EXAM 1 Take exam

Week 5: Payroll

Week 6: Payroll
Depreciation

Week 7: Depreciation
Depreciation Under Federal Tax Income Rules

Week 8: Review for exam

EXAM 2 Take exam

Week 9: Inventory

Week 10: Inventory

Week 11: EXAM 3 Review & Exam

Week 12: Internal controls

Week 13: Internal Controls

Week 14: EXAM 4
EXAM and Evaluation

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.