Tracking success day-by-day.

If it can’t be measured, it can’t be managed, goes the old saying. Bookkeepers bring ledgers, journals and worksheets to life, telling the story of a business through its finances. Business leaders across industries rely on bookkeepers to provide the narrative to help them make informed, data-driven decisions. Our Bookkeeping Fundamentals Certificate program teaches students the knowledge and skills necessary to use accounting software and spreadsheet programs, keep record of and analyze accounting transactions for an organization, and ensure financial processes are running efficiently.

Our certificate program prepares graduates for a variety of careers in bookkeeping, such as:

- Accounting clerk
- Bookkeeper
- Accounting associate
- Payroll representative
- Account clerk

Learn tangible skills:

- Perform, record and analyze fundamental accounting transactions.
- Prepare accurate financial reports using accounting software and spreadsheet programs.
- Use principles and strategies to solve fundamental business scenarios.
- Drive business through effective communication.

Study a solid core curriculum:

- Accounting
- Business communications
- Management
- Computer applications and systems

Build key business skills:

- Critical thinking
- Problem-solving
- Communication
- Information utilization
- Collaboration

Visit phoenix.edu/business/info or call 800.475.0817 to speak with your Enrollment Representative.
Benefits of being a Phoenix:

- Learn from our dedicated business faculty who average 20 years of practical experience in the fields in which they teach.
- Leverage the knowledge and insights of our Alumni Network — more than 890,000 strong — via programs like the Alumni Association’s Alumni Mentor Program and more than 40 ground-based chapters.
- Take classes online or on campus — and our 24/7 mobile app helps you stay connected to class on the go.
- Have your prior academic and professional experience evaluated and potentially applied toward your degree.
- Try us, risk-free, for three weeks without any financial obligation.*
- Gain the industry skills and knowledge you need to help you be successful.
- Find student support online and at ground locations.
- Prepare for your career by using exclusive career resources like our Phoenix Career Guidance System™, our dedicated team of Career Advisors and complimentary career fairs.
- Learn from a program that is built for adult learners and teaches skills applicable to the retail industry.

### Program Requirements

<table>
<thead>
<tr>
<th>Core coursework</th>
<th>Minimum Credits</th>
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<tr>
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<td>18</td>
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<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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Coursework includes, but is not limited to:

- **BIS 220**
  - Introduction to Computer Applications and Systems
- **QNT 275**
  - Statistics for Decision Makers
- **BCOM 230**
  - Business Communication for Accountants
- **ACC 290**
  - Principles of Accounting I
- **ACC 291**
  - Principles of Accounting II
- **MGT 230**
  - Management Theory and Practice

* Certain conditions apply. To find out if you’re eligible, visit phoenix.edu/riskfree.

For more information about on-time completion rates, the median debt incurred by students who completed this program and other important information, please visit: [http://www.phoenix.edu/programs/continuing-education/certificate-programs/business-and-management/cert-bkpn.html](http://www.phoenix.edu/programs/continuing-education/certificate-programs/business-and-management/cert-bkpn.html).

Certificate programs are widely available in an online format but generally not available at our campus locations. Please check with a University Enrollment Representative.

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