ONE YEAR TO CAREER
BOOKKEEPING
FIND YOUR PATH.

■ PROGRAM DESCRIPTION

Successful completion of the Bookkeeping program provides the skills necessary for an entry-level job as a bookkeeper, accounting clerk, or auditing clerk. Students learn how to keep accurate records for revenues, expenses, accounts receivable, account payable, and payroll. Upon completion of the program, students will have completed bank reconciliations, payroll tax reports, and simple federal and state income tax returns.

APPLY NOW:
www.venturacollege.edu/apply-and-enroll/apply-for-admission

REGISTER FOR COURSES:
www.venturacollege.edu/apply-and-enroll/registration

Faculty Lead: Crystal Kallik
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ckallik@vcccd.edu
www.venturacollege.edu/bookkeeping

Ventura
COLLEGE

UPDATED: 3/10/23

REQUIRED COURSES:		UNITS
BUS V02	Income Tax Fundamentals	3
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations	3
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3
	TOTAL	18

Award Title	Type	GE Units	Major Units
Bookkeeping	A.S.	42	18
Bookkeeping	C		18
*At least 60 degree-applicable units are required to earn A.S. Degree			

WORK-BASED EXPERIENCES

Ventura College offers students the opportunity to apply their skills while still in college, gain on-the-job experience, and "try out" a career before graduation through internships or work-based learning experiences.

Courses are $46 per unit.

Ventura College participates in an array of federal and state financial aid programs including the Ventura College (VC) Promise, grants, loans and work-study. Contact the Financial Aid Office at (805) 289-6369 or vcfinancialaid@vcccd.edu.

The Ventura College Foundation provides additional scholarships and textbook lending support. Contact the Ventura College Foundation at (805) 289-6461 or vcfoundation@vcccd.edu / vcgiving.org for more information.