

# 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](http://www.venturacollege.edu/apply-and-enroll/apply-for-admission)

## REGISTER FOR COURSES:

[www.venturacollege.edu/apply-and-enroll/registration](http://www.venturacollege.edu/apply-and-enroll/registration)



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## REQUIRED COURSES FOR A.S. OR CERTIFICATE OF ACHIEVEMENT IN BOOKKEEPING



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

### 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.

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

***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](mailto: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](mailto:vcfoundation@vcccd.edu) / [vcgiving.org](http://vcgiving.org) for more information.