

## 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](http://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.