

Bookkeeper Credentials, Professional Series

The Bookkeeper Credentials Professional Series is designed to provide evidence of expertise in Quickbooks Online and Microsoft Office skills that employers have identified as highest demand for employment and advancement of qualified Bookkeeper Administrative Professionals. Upon completion of the program, students will be able to perform advanced tasks in bookkeeping, word processing, spreadsheets, presentations, email and calendar scheduling, and database within applications of Quickbooks Online and MS Office: MS Word, MS Excel, MS PowerPoint, MS Outlook, and MS Access, earning industry credentials in these applications.

For additional information, please contact faculty advisor, [Loretta Grisi-Dicker](#), at (609) 343-4820 or ldicker@atlanticcape.edu.

Upon completion of this program students will be able to:

- Earn Pearson Digital Badge Credentials in MS Word Introductory, MS Word Advanced, MS Excel Introductory, MS Excel Advanced, MS PowerPoint Introductory, MS PowerPoint Advanced, MS Access Introductory, MS Access Advanced;
- Earn the Industry Credential of Microsoft Office Specialist (MOS) **Associate** by passing three of the four Certification Exams in MS Word Associate, MS Excel Associate, MS PowerPoint Associate, and MS Outlook Associate;
- Earn the Industry Credential of Microsoft Office Specialist (MOS) **Expert** by passing two of the three Certification Exams MS Word Expert, MS Excel Expert, and MS Access Expert, plus having earned MOS Associate;
- Earn the Intuit Quickbooks Certifications: Intuit Quickbooks Certified ProAdvisor Online, Intuit Quickbooks Certified ProAdvisor Payroll.

(ZBKP-Fall 2022)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM162	Microsoft Excel	3
CISM166	QuickBooks Online	3
	Choose 3-6 credits from the following: CISM108-MS Word, CISM110-MS PowerPoint & MS Outlook, CISM164-MS Access	3-6
	Total Credits	12-15