

Basic Bookkeeping

Microcredential



Students earning the Basic Bookkeeping Microcredential will possess entry-level bookkeeping/accounting skills immediately transferable into the workplace in jobs such as bookkeeper and accounting clerk.

For more information, contact the Admissions Office at (845) 431-8010 or visit www.sunydutchess.edu/academics

Basic Bookkeeping

MICROCREDENTIAL

Required Courses:		Credits
ACC 101	Principles of Financial Accounting I	3
ACC 205	Computerized Accounting Applications	2
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	Total	5

Students who successfully complete this Microcredential will be able to:

- Demonstrate knowledge of accounting principles;
- Demonstrate accounting skills needed in the business environment;
- Demonstrate proficiency with Quickbooks software.



This microcredential can be stacked into:

Business Administration A.S.

Business Management A.A.S.

Bookkeeping Certificate

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*