

Bookkeeping and Accounting

<https://cwi.edu/program/bookkeeping-and-accounting>



Bookkeeping and accounting professionals are in high demand, and as a student in this program you will learn basic knowledge of bookkeeping and accounting processes that are required for a variety of career paths. This program will help prepare you to find employment in professions such as an accounting clerk, accounting technician, accounting associate, payroll clerk, or bookkeeper. Upon completion, you will have an opportunity to obtain credentialing as a Certified Bookkeeper by the American Institute of Professional Bookkeepers (AIPB), a national standard of excellence in the profession. So, if you like numbers, order, and troubleshooting, you will enjoy this career!

MISSION

This program will prepare you for an entry-level accounting position. Employers include almost every area of business and industry, including, but not limited to, corporations, small companies, healthcare organizations, nonprofit groups, and more!

WHY THIS PROGRAM

The College of Western Idaho (CWI) provides an Bookkeeping and Accounting program that will ready you to take several industry standard certification exams such as the American Institute of Professional Bookkeepers' Certified Bookkeeper exam, the American Payroll Association's Fundamental Payroll Specialist exam, and Microsoft Certifications. Each of these certifications allow recipients to proudly display their credentials after their names demonstrating a professional competency to potential employers.

WHAT YOU WILL LEARN TO DO

- Process daily accounting transactions, journals, and ledgers, prepare financial statements, perform payroll functions, and manage cash and accrual
- Develop skill and proficiency using the latest version of QuickBooks. Proficiency leads to certification
- Understand the legal environment affecting business, business ethics, and social responsibility
- Learn accounting procedures for managerial decision-making
- Review legal and regulatory environment of the business organization including taxation, controls, and compliance
- Prepare to write and speak professionally
- Develop skill and proficiency using the latest Microsoft Office software including Word, Excel, and Access. Proficiency leads to MOS certification
- Prepare for the AIPB Professional Bookkeeping Certification

APPLY NOW! VISIT [CWI.EDU/GO](https://cwi.edu/go)

One Stop Student Services | 208.562.3000 | onestop@cwi.edu

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STUDENT CLUBS



Business Professionals of America

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields. BPA has 43,000...

DEGREES AND CERTIFICATES

Bookkeeping and Accounting - Associate of Applied Science Degree, 24 Months

Delivery Formats: In-Person

CAREER INFORMATION

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PROFESSIONS

- Bookkeeping, Accounting, and Auditing Clerks
- Payroll and Timekeeping Clerks
- Brokerage Clerks
- Statistical Assistants
- Bioinformatics Technicians

LOCATIONS

Ada County Center Pintail Building

1360 S. Eagle Flight Way, Boise, ID 83709

PROGRAM CONTACT



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