



APPRENTICESHIP PROGRAM

Business Administration / Bookkeeper

PROGRAM OUTCOMES:

Provides students with the fundamental recordkeeping skills needed for general office employment.

PROGRAM LENGTH:

Years: 1

Diploma hours: 465

AAS hours: 510

A probationary period of 90 days

RELATED TRAINING INSTRUCTION (RTI):

Certificate(s), Diploma, AAS Degrees

ON-THE-JOB TRAINING (OJT) COMPETENCIES:

- Using computers and computer systems to program, write software, set up functions, enter data, or process information.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Developing constructive and cooperative working relationships with others and maintaining them over time.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.



JOB FUNCTIONS:

- Maintain account records or financial records.
- Operate computers or computerized equipment.
- Verify the accuracy of financial or transactional data.
- Compile data and/or documentation.
- Prepare cash for deposits and disbursement.
- Reconcile records of sales or other financial transactions.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Search files, databases or reference materials to obtain needed information.

SKILLS:

Mathematics, Critical Thinking, Organization, Detail Oriented, Communication, Time Management, Data Analysis, Data entry, and Accounting Software

