

Bookkeeping Certificate Program

Participant Journey

Advance your career with a Bookkeeping Certificate Program designed to teach hands-on skills in accounting, payroll, and financial reporting. Develop expertise with QuickBooks, Excel, and AI-driven bookkeeping tools while mastering core principles like reconciliation, ledgers, and compliance.

Months 1-3

You will complete the following courses in order:

- UC San Diego EXTENDED STUDIES Business Bookkeeping: An Introduction
- UC San Diego EXTENDED STUDIES Applied Bookkeeping: Transactions, Taxes, and Benefits
- Google Project Management | Course 1: Foundations of Project Management
- Google Project Management | Course 2: Project Initiation: Starting a Successful Project

Skills & software you will learn:

- Microsoft Excel/Google Sheets
- Bookkeeping cycle
- Double-entry system
- Tax and payroll taxes. Tracking assets
- Accounts & chart of accounts sales, expenses and liabilities

Months 4-6

You will complete the following courses in order:

- UC San Diego EXTENDED STUDIES Advanced Bookkeeping: Reporting, Reconciliation, and Closing Entries
- UC San Diego EXTENDED STUDIES Overview of Bookkeeping Systems and AI Applications
- Google Project Management | Course 3: Project Planning: Putting It All Together
- Google Project Management | Course 4: Project Execution: Running the Project

Skills & software you will learn:

- Microsoft access
- Financial reports
- Bank reconciliations
- Ethical practices & bookkeeping standards
- Dashboards, expense tracking and automated reconciliation

Months 7-8

You will complete the following courses in order:

- UC San Diego EXTENDED STUDIES QuickBooks and Excel for Bookkeeping
- UC San Diego EXTENDED STUDIES Accounting
- Google Project Management | Course 5: Agile Project Management
- Google Project Management | Course 6: Capstone: Applying Project Management in the Real World
- Google *Bonus: Project Management | Course 7: Accelerate Your Job Search with AI*

Skills & software you will learn:

- Intuit QuickBooks
- Automation and advanced formulas
- Financial statements and dashboards
- Excel for financial analysis, reconciliation and reporting
- Industry-standard tools used by accountants and bookkeepers

Job-readiness Stages & Descriptions

Stage 1

Learning the Industry

How to get into the industry by researching tech roles, exploring the labor market and evaluating job quality. Learn about and use online resources.

Stage 2

Building a Foundation

Develop essential skills by focusing on soft skills. Create tailored resumes by highlighting relevant experiences for each application.

Stage 3

Becoming Industry Relevant

Update your LinkedIn: take professional headshots to enhance your profile. Answer "tell me about yourself" by learning to craft a concise career narrative. Write a cover letter.

Stage 4

Community Exposure

Prepare for interviews via mock interviews and customized feedback. Build your professional network by engaging in industry events and online forums. Manage imposter syndrome. Find a mentor to obtain guidance and industry insights.

Stage 5

Launching Your New Path

Polish job materials: update resumes periodically and cover letters for each job role. Optimize job search: use job boards, networking and social media. Negotiate salaries: research standards and discuss confidently.

Relevant Jobs

Account Clerk | Accounting Assistant | Accounting Associate | Accounting Clerk | Accounting Specialist | Accounting Technician | Accounts Payable Clerk | Accounts Payable Specialist | Accounts Payables Clerk | Accounts Receivable Clerk

