

Specialization

Bookkeeping

The 4-course Bookkeeping Specialization provides the essential skills needed to be a successful bookkeeper, including accounting principles, payroll fundamentals, and QuickBooks.

Curriculum

The curriculum consists of four required courses totaling 16 units.

Required

16 Units | 4 Courses

Typically Offered*

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Bookkeeping and Accounting Essentials I X 423.430	4.0	Classroom	Online	Classroom	Online
Bookkeeping and Accounting Essentials II X 423.431	4.0	Online	Classroom	Online	Classroom
Accounting Using QuickBooks X 423.432	4.0	Online	Classroom	Online	Classroom
Payroll Tax and Accounting X 427.13	4.0	Classroom	Classroom	Classroom	Classroom

*Courses in this program are typically offered during the quarters and format(s) outlined above. Scheduling is subject to change at any time by UCLA Extension.

Please visit our website for all current course offerings.

Contact Us

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