

MyCAA Education & Training Plan (ETP)

Texas A&M University Texarkana (TAMUT)
Extended Education and Community Development
7101 University Ave | Texarkana, TX 75503
<http://www.tamut.edu/EECD/>

Student Information:

Student Name: _____

School Issued Student ID: N/A

Program Name: Professional Bookkeeping with QuickBooks Certificate Program with Externship

Program Type: Certificate

Program Duration: 6 Months

Scheduled Start Date: _____

Estimated Completion Date: _____

Course Delivery Format Online

Program Overview:

This program takes students through the ins and outs baseline accounting principles, bookkeeping and overall record keeping relative to successful small business accounting. With a comprehensive understanding of accounting, this program ensures students can not only keep accurate books, but understand why and how these records are kept, as well as how these processes and procedures might be improved. A full study of QuickBooks will ensure that students can operate successfully within the most-widely used accounting software application and provide associated accounting professionals with the files necessary for tax preparation and/or support their efforts in any tax or audit situation.

Certification/Licensure Eligibility upon Program Completion:

Students should have or be pursuing a high school diploma or GED.

- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
 - National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam
 - Intuit QuickBooks Certified User® Exam
 - Microsoft Office Specialist (MOS) Certification Exam.

Tuition Cost:

\$3,799

Course Breakdown:

Course/Program Code	Course/Program Title	Course Credits (if applicable)
TAMUT-B-BKQB	QuickBooks Certificate Program with Externship	375 Contact Hours/ 37.5 CEU's

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official

Date

School Official Printed First and Last Name

School Official E-mail and Phone Number