

A Bookkeeping and Accounting Certificate Program **Like No Other**



Bookkeeping and Accounting Undergraduate Certificate



BRYAN UNIVERSITY
FOUNDED 1940

The Bookkeeping and Accounting Industry is Growing¹...

Strong Job Outlook

Jobs for Bookkeeping, Accounting, and Tax professionals are expected to add another 174,900 industry job openings in the United States through 2033.¹

Career Opportunities

A Bookkeeping and Accounting Certificate from Bryan University can put you on the path to varied job opportunities in rewarding fields such as:²

- Bookkeeper
- Accounts Payable Specialist
- Accounts Receivable Specialist
- Accounting Assistant/Clerk
- Auditing Assistant/Clerk
- Billing and Posting Clerk
- Insurance Claims and Policy Processing Clerk

Diverse Employers

With hands-on training and the right preparation from an accredited school, you could find yourself working in a career you love. Graduates may find themselves working in a variety of settings such as:

- Business consulting groups
- Federal, state, and local government agencies
- Finance and insurance firms
- Manufacturing and production facilities
- Small to large businesses
- Non-profit enterprises
- Service industries
- Retailers

174,900

– **Projected job openings for bookkeeping, accounting, and tax professionals through the year 2033.¹**

Gain Valuable Skills that Employers Need

Graduates complete the program job-ready with specialized competencies employers need, including:

- Accounting & Bookkeeping Principles
- Accounting & Bookkeeping Practice with Quickbooks
- Payroll Accounting
- Federal Income Taxes
- Individual & Business Taxes
- Microsoft Excel
- Business Communications
- Profit Calculations and Payroll
- Preparation for the Microsoft Excel Specialist Certification and the National Association of Certified Public Bookkeepers Certification exams.

Benefits for You - Included in Tuition

As a Bryan University student, you'll receive valuable benefits that are included in tuition at no extra charge that will build your resume and establish your credibility in the marketplace, including:

- Preparation for the Microsoft Excel Specialist and National Association of Certified Bookkeepers Certification exams - one exam attempt for each is even included in tuition!
- All your books, courseware, and software



Exceptional Value

Your investment in a Bryan University Credential provides valuable benefits:

- Learning technology that lets you build skills faster and retain more knowledge
- Real-world assignments that simulate job tasks
- A mastery-based learning environment that allows you to improve grades by retaking assignments based on instructor feedback
- Peer mentors, tutors, and success coaches who provide encouragement, guidance, and insight
- Live, interactive online events such as industry speakers, faculty mentoring sessions, and helpful workshops that are all recorded in case you miss the event and need to watch it later

Attend from the Comfort of Home with Personalized Support

At Bryan, we don't think learning online means learning alone. Connect with faculty, peers, and student support conveniently using Zoom, a user-friendly video app. You'll join a vibrant community who will provide support and celebrate your success along the way. You'll not only develop friends and colleagues, but you'll also build a professional network—for life.

The cost for the Microsoft Excel Specialist and the National Association of Certified Public Bookkeepers Exams are included in tuition!

Earn While You Learn: Dual Enrollment Available

You can enroll in the Bookkeeping and Accounting Certificate and the Associate Degree in Accounting concurrently. This means once you complete your certificate, you can get to work sooner while completing your associate degree. If you have prior college credit, or you have already completed an associate degree at another institution, we will accept as many credits as possible (and potentially your entire associate degree) to help accelerate your Bryan program.

Further Your Education at the Bachelor's Degree Level

Once you complete your associate degree, you may consider continuing your education at the bachelor's degree level. Bryan University offers a renowned Bachelor of Science Degree in Business Administration with a Concentration in Accounting. If you have prior college credit, or you have already completed an associate degree at another institution, we will accept as many credits as possible (and potentially your entire associate degree) to help accelerate your Bryan program.

10 More Reasons to Choose Bryan University

1. Tuition Lock Guarantee.

We lock your tuition rate once you enroll, plus your tuition goes down the longer you're in school. Financial aid available if you qualify.

2. Books, Courseware, and Certifications Included.

We take care of shipping your textbooks and provide you easy access to electronic courseware. We also help you prepare for nationally-recognized certification exams.

3. Focus on Employment.

You'll graduate with a degree targeted for a specific job market and earn skills that match employers' needs.

4. Job Search Assistance.

As a graduate, you'll receive career search services, including job networking best practices, sharpening your interview skills, and create a resume.

5. Learn by Doing.

You'll develop real-world skills by completing simulated job tasks and using industry technologies.

6. Return for Refresher Classes.

As a graduate, you'll have the privilege of auditing previously completed courses still being taught—at no charge—to keep your skills sharp.

7. Accelerated Programs.

You can get started – and finish – fast.

8. Faculty Who Put You First.

Our faculty provide you with personalized, individual attention and support.

9. Welcome Kits Included.

Once you enroll, we provide you a welcome kit package to ensure you're ready to start school.

10. History of Excellence.

We have an 85-year track record of preparing graduates for successful careers since 1940.



¹ Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Bookkeeping, Accounting, and Auditing Clerks, at <https://www.bls.gov> (visited February 5, 2025). Also online at <https://www.onetonline.org/>. Note that job market conditions are dynamic and can change. This data is not intended to predict the market conditions that will be present when you graduate from your program and may differ based on your geographic location and other factors.

² Example occupations shown herein do not imply a guarantee of employment. Students are responsible for conducting occupational research for their chosen program. Employers have unique hiring practices and job-specific requirements, which may include years of experience for manager positions. Graduates with little to no prior experience should expect an entry-level position.

Advance Your Career—Starting Today

Visit www.BryanUniversity.edu
Call 888-768-6861



Financial aid available for those who qualify.



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