

Accounting ♦ Bookkeeping Certificate ♦ 29 Credits

Program Description

The Bookkeeping Certificate program focuses on the role of accounting basics in Business and Management. Students learn to use accounting information to analyze business data and present conclusions. Students learn to use ledgers, journals, and worksheets to complete formal and informal accounting tasks.

Career Options

The Bookkeeping Certificate prepares students for entry level positions in Bookkeeping, Payroll, Accounting, and Auditing.

The recommended full time schedule starting in the fall semester is as follows.

Semester One, Fall, 16 Credits.

COURSE PREFIX	COURSE NUMBER	TITLE	CREDITS
A C C	121	Accounting Principles 1	4
B U S	115	Introduction to Business	3
B U S	216	Legal Environment of Business	3
C I S	118	Introduction to P C Applications	3
M A T	112	Financial Mathematics	3

Semester Two, Spring, 13 Credits.

COURSE PREFIX	COURSE NUMBER	TITLE	CREDITS
A C C	122	Accounting Principles 2	4
A C C	115	Payroll Accounting	3
C I S	155	P C Spreadsheet Concepts	3
A C C	125	Computerized Accounting	3

Semester Milestones

Always complete courses with a grade of C or higher.

Semester One

2) Register for the next semester.

Semester Two

1) Meet with your advisor to complete your Graduation Planning Sheet; 2) Graduate!!