

# PROGRAMS

## ACCOUNTING - BOOKKEEPING

The Accounting curricula is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

### Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
<b>First Semester (Fall)</b>				
ACC-120	Prin of Financial Accounting	3	2	4
	<b>Credit Hours</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Second Semester (Spring)</b>				
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to ACC Spreadsheets	1	3	2
ACC-150	Accounting Software Appl	1	3	2
ACC-180	Practices in Bookkeeping	3	0	3
	<b>Credit Hours</b>	<b>6</b>	<b>9</b>	<b>9</b>
Total Required Minimum Semester Hours Credit				13

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