

# ACCOUNTING

## Advanced Accounting Bookkeeper/Clerk Certificate

*This 19 credit-hour certificate program will provide the student with the courses needed for an entry-level position in such areas as accounts payable, accounts receivable and inventory accounting.*

**Required:**

Number	Course Title	Credits
ACC 101	Introduction to Financial Accounting .....	4
ACC 102	Introduction to Managerial Accounting .....	3
ACC 112	Quickbooks .....	2
ACC 155	Payroll Accounting .....	2
CAS 115	Spreadsheet Software .....	1
CAS 215	Advanced Spreadsheet Software .....	1
ENG 101	Composition I or	
ENG 130	Business Writing .....	3
MGT 111	Introduction to Business Organization .....	3