
ACCOUNTING

Accounting Bookkeeper/Clerk Certificate

This 8 credit-hour certificate program will provide the student with the courses needed for an entry-level position in this particular area.

Required:

Number	Course Title	Credits
ACC 100	Introductory Accounting or	
ACC 101	Introduction to Financial Accounting	4
ACC 112	Quickbooks	2
CAS 160	Introduction to Business Software Packages or	
	Three total credit hours from the following four CAS courses:	
CAS 105	Word Processing Software	1
CAS 115	Spreadsheet Software	1
CAS 125	Database Software	1
CAS 215	Advanced Spreadsheet Software	1