

ACCOUNTING

Advanced Accounting Bookkeeper/Clerk Certificate

This 20 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
ENG 101	Composition or	
ENG 130	Business Writing	3
MGT 111	Introduction to Business Organization	3
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