

# 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