

CERTIFICATE IN ACCOUNTING SPECIALIST

(17 hrs. min.)

CIP: 52.0302

This program prepares students for entry into the accounting/bookkeeping field; for upgrading their accounting skills for job promotion; or upgrading their credentials through preparation for the Certified Bookkeeper Exam. The program can be completed in one year (Fall, Spring and Summer semesters).

CORE REQUIREMENTS: (11 HRS.)

ACCT 121 Principles of Accounting I (4)

BSAD 112 Business Math (3)

OFTC 111 Business Software Essentials (4)

RELATED REQUIREMENTS: (6 HRS. MIN.)

General Accounting Concentration: (6 hrs.)

ACCT 124 Payroll Accounting (3)

ACCT 125 Computerized Accounting – QuickBooks (3)

Governmental Accounting Concentration: (7 hrs.)

ACCT 122 Principles of Accounting II (4)

ACCT 202 Governmental Accounting (3)

Governmental Accounting Concentrations are offered on a contract basis only in 10-week blocks through a CWA-like cohort.

Note: See “College Success Course Requirement” on Page 8.

TOTAL 17 CREDITS MIN.