

BOOKKEEPING

Diploma, 36 Credit Hours, 9-Month Program

The Bookkeeping program will provide students with technical understanding and skills development by integrating theory with practical experience. Through the program, students will develop skills in accounting principles, finance, payroll accounting, QuickBooks, and more. Students will learn how to complete the typical duties of someone working in the bookkeeping field.

This degree is available 100% online or with a combination of classes on campus and online.

Course	No.	Course Title	Credits
General Education Requirements			
CIS	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
MATH	112	BUSINESS MATHEMATICS*	3
PSYC	101	GENERAL PSYCHOLOGY	3
SPCM	101	FUNDMENTALS OF SPEECH	3
Total			12
Technical Requirements			
ACCT	120	PRINCIPLES OF ACCOUNTING I	3
ACCT	121	PRINCIPLES OF ACCOUNTING II	3
ACCT	215	PAYROLL ACCOUNTING	3
ACCT	228	QUICKBOOKS ACCOUNTING	3
ACCT	230	TOPICS AND ISSUES IN ACCOUNTING	3
BUS	141	WRITTEN COMMUNICATIONS FOR BUSINESS	3
BUS	224	PERSONAL FINANCE	3
BUS	228	PERSONAL INVESTMENTS	3
Total			24

*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown

First Semester			Second Semester		
		CR			CR
ACCT 120	Principles of Accounting I	3	ACCT 121	Principles of Accounting II	3
BUS 224	Personal Finance	3	ACCT 215	Payroll Accounting	3
CIS 105	Microcomputer Software Applications I	3	ACCT 228	QuickBooks Accounting	3
MATH 112	Business Mathematics	3	ACCT 230	Topics and Issues in Accounting	3
PSYC 101	General Psychology	3	BUS 141	Written Communications for Business	3
SPCM 101	Fundamentals of Speech	3	BUS 228	Personal Investments	3
Total Credit Hours		18	Total Credit Hours		18