

WESTERN DAKOTA TECH

BOOKKEEPING

Diploma, 30 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.

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	FUNDAMENTALS OF SPEECH	3
		Total	12
Technical Requirements			
ACCT	120	PRINCIPLES OF ACCOUNTING I	3
ACCT	121	PRINCIPLES OF ACCOUNTING II <i>online</i>	3
ACCT	215	PAYROLL ACCOUNTING <i>online</i>	3
ACCT	228	QUICKBOOKS ACCOUNTING	3
BUS	141	WRITTEN COMMUNICATIONS FOR BUSINESS**	3
BUS	224	PERSONAL FINANCE	3
		Total	18

*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

**Prerequisite: Acceptable ACCUPLACER score or Basic Writing

Semester Breakdown Diploma

First Semester			Second Semester		
		CR			CR
ACCT 120	Principles of Accounting I	3	ACCT 121	Principles of Accounting II <i>online</i>	3
BUS 224	Personal Finance	3	ACCT 215	Payroll Accounting <i>online</i>	3
CIS 105	Microcomputer Software Applications I	3	ACCT 228	QuickBooks Accounting	3
MATH 112	Business Mathematics	3	BUS 141	Written Communications for Business	3
SPCM 101	Fundamentals of Speech	3	PSYC 101	General Psychology	3
Total Credit Hours		15	Total Credit Hours		15

2022-2023 Academic Catalog - 5/2022

Apply online today at wdt.edu or call Admissions Department at (605)718-2565 or email admissions@wdt.edu

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