

BASIC ACCOUNTING SKILLS - CERTIFICATE



BASC

The certificate program is designed to provide the student with sufficient knowledge to qualify for entry-level accounting clerk and bookkeeping positions. The certificate also provides students with sufficient knowledge to keep a simple set of accounting books and records. Most credits earned in this program can be applied to the Accounting Certificate and the Associate Degree program in Business Administration with a major in Accounting or General Business.

Certificate Requirements

Code	Title	Hours
ACCT 1010	Financial Accounting	4
ACCT 1020	Managerial Accounting	4
ACCT 1030	Computerized Accounting	3
BUSN 1000	Workplace Relationships	3
COMI 1100	Introduction to Computers	3
MATH 1005	Business Mathematics	3
Total Hours		20

Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
ACCT 1010	Financial Accounting	4
COMI 1100	Introduction to Computers	3
MATH 1005	Business Mathematics	3
Hours		10
Semester 2		
ACCT 1020	Managerial Accounting	4
BUSN 1000	Workplace Relationships	3
ACCT 1030	Computerized Accounting	3
Hours		10
Total Hours		20