

# Accounting

## Certificate Program

This program is designed to develop the specific skills required for employment in the accounting field. Currently employed workers will find the specialized study an opportunity to upgrade their employment level.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
<b>First Semester</b>			
CACC 101 Financial Accounting	3		
# BOFF 228 Intro to Word (pre: BOFF 130)	2		
Mathematics Elective	3		
# BOFF 225 Excel I	3		
Communications Elective	3		
Total	14		
<b>Second Semester</b>			
CACC 105 Managerial Accounting	3		
BACC 229 Individual Income Tax Accounting <u>OR</u>			
BACC 230 Business Income Tax Accounting	3		
BACC 130 Payroll Accounting	3		
CACC 166 Cost Accounting (pre: CACC 105)	3		
Total	12		
<b>Third Semester</b>			
CACC 108 Intermediate Accounting I	3		
BACC 228 Computerized Accounting	3		
BACC 120 Principles of Finance	3		
# BOFF 226 Access I (pre: BOFF 130)	3		
Total	12		

Total Hours    38

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

# Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.