

Accounting Practitioner

Diploma

(Code: EVBKP and MVBKP)

The Accounting Practitioner program is designed to prepare students for entry level accounting positions. Students learn to analyze and compile business records and prepare financial reports. If a student wishes to continue studying for a second year, he/she may pursue the AA or AAS Degree in addition to this one-year diploma.

General Education	Credit Hours
ECN115 Personal Finance	3
CSC118 Computer Systems & Applications	3
Total	6
Program Requirements	
ACC111 Introduction to Accounting	3
ACC121 Principles of Accounting I	3
ACC122 Principles of Accounting II	3
ACC161 Payroll Accounting	3
ACC311 Computer Accounting	3
ACC907 Coop Field Experience	2
ADM112 Keyboarding	3
or	
CSC120 Computer Systems & Apps III	(3)
ADM154 Business Communications	3
BCA134 Word Processing	3
or	
BCA178 Presentation Software	(3)
BCA152 Comprehensive Spreadsheets	3
or	
CSC119 Computer Systems & Applications II	(3)
BUS291 Employment Portfolio & Career Development	2
Total	31
Total Required Hours	37