Accounting Practitioner

Diploma

(Code: 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.

ECN115 Personal Finance 3 CSC118 Computer Systems and Applications 3 Total 6 Program Requirements ACC111 Intro 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 0 3 CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing 3 or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets 3 or 3 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 3 <th colspan="2">General Education</th> <th>Credit Hours</th>	General Education		Credit Hours
Total 6 Program Requirements ACC111 Intro 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 or 3 CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or 3 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ECN115	Personal Finance	
Program Requirements ACC111 Intro 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 Communication 3 BCA134 Word Processing 3 or 3 BCA152 Comprehensive Spreadsheets 3 or CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	CSC118	Computer Systems and Applications	3
ACC111 Intro 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 or 3 CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or 3 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	Total		6
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 0 3 CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing 3 or 0 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets 3 or CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	Program Requirements		
ACC122 Principles of Accounting II 3 ACC161 Payroll Accounting 3 ACC311 Computer Accounting 3 ACC907 Coop Field Experience 2 ADM112 Keyboarding 3 or 0 3 CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing 3 or 0 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets 3 or 0 0 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ACC111	Intro to Accounting	
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 Communication 3 BCA134 Word Processing 3 or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets 3 or 0 0 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ACC121	Principles of Accounting I	3
ACC311 Computer Accounting 3 ACC907 Coop Field Experience 2 ADM112 Keyboarding or 3 CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or 3 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ACC122	Principles of Accounting II	
ACC907 Coop Field Experience 2 ADM112 Keyboarding or 3 CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or 3 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ACC161	Payroll Accounting	
ADM112 Keyboarding or 3 CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or 3 or CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ACC311	Computer Accounting	
or CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing or BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ACC907	Coop Field Experience	
CSC120 Computer Systems & Apps III (3) ADM154 Business Communication 3 BCA134 Word Processing or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or 3 or CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ADM112	Keyboarding	3
ADM154 Business Communication 3 BCA134 Word Processing or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or 3 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31		or	
BCA134 Word Processing or 3 BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or 3 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	CSC120	Computer Systems & Apps III	
or BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets or CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	ADM154	Business Communication	
BCA178 Presentation Software (3) BCA152 Comprehensive Spreadsheets 3 or CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	BCA134	Word Processing	3
BCA152 Comprehensive Spreadsheets or 3 CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31		or	
CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	BCA178	Presentation Software	(3)
CSC119 Computer Systems & Apps II (3) BUS291 Employment Portfolio and Career Dev. 2 Total 31	BCA152	Comprehensive Spreadsheets	3
BUS291 Employment Portfolio and Career Dev. 2 Total 31		or	
Total 31			(3)
	BUS291	Employment Portfolio and Career Dev.	2
Total Required Hours 37	Total		31
	Total Required Hours		37