

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.

General Education		Credit Hours
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	
CSC120	Computer Systems & Apps III	(3)
ADM154	Business Communication	3
BCA134	Word Processing	3
	or	
BCA178	Presentation Software	(3)
BCA152	Comprehensive Spreadsheets	3
	or	
CSC119	Computer Systems & Apps II	(3)
BUS291	Employment Portfolio and Career Dev.	2
Total		31
Total Required Hours		37