

# BUSINESS BOOKKEEPING & ACCOUNTING

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*This program is no longer offered as of Fall 2022.*

The Business Bookkeeping & Accounting program prepares students to obtain employment as an entry level accounting/payroll clerk. Instruction includes introduction to accounting, payroll accounting, QuickBooks Desktop, basic business and office management skills. Professional standards and ethics in business are stressed as well as extensive training in Microsoft Office applications. Written and oral communication skills, including grammar, are emphasized as well as workplace skills. This program will offer students preparation to test for the industry-recognized credentials listed below.

## Program Information

- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: Microsoft Excel Associate ; Microsoft Word Associate; Microsoft Access Associate; QuickBooks Desktop

## Certificate Requirements

Code	Title	Hours
BAT 117	Intro to Acct & Acct Software	4
BAT 122	Business Communications	4
BAT 130	Word Processing	4
BAT 140	Document Processing	4
BAT 172	Spreadsheet Management	4
BAT 180	Human Relations	4
BAT 200	Business Law	4
BAT 212	Professional Skills & Ethics	4
BAT 215	Database Management	4
BAT 220	Intro Business & Office Mgmt	4
BAT 252	Payroll Accounting	4
BAT 265	Advanced Accounting Software	4
<b>Total Hours</b>		<b>48</b>