2023-2024 TTC Catalog

Bookkeeping

Certificate in Applied Science

24 Credit Hours

This program prepares you for entry-level accounting positions with basic skills in accounting, individual tax and payroll. Training in computerized accounting and electronic spreadsheets utilizing accounting applications is included in the program.

Major Requirements

ACC 102 Accounting Principles II 3
ACC 111 Accounting Concepts 3
ACC 112 Organizational Accounting 3
ACC 124 Individual Tax Procedures 3
ACC 150 Payroll Accounting 3
ACC 240 Computerized Accounting 3
ACC 245 Accounting Applications 3
ENG 101 English Composition I 3

Total: 24

Admission Requirements

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.