

# 2024-2025 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.