

ACCOUNTING: BOOKKEEPING, CERTIFICATE

Location(s): AL, AN, LO, MA, NOL, WO

NOVA Code: 2040

Purpose

The program is designed to provide the student with sufficient knowledge to keep a simple set of accounting books and/or to qualify for entry-level positions in bookkeeping and accounting.

Recommended Preparation

The student should possess a proficiency in high school English and a good background in basic arithmetic operations.

One Year

Course	Title	Credits
1st Semester		
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
ITE 152	Introduction to Digital and Information Literacy and Computer Applications	3
Select one of the following:		3
MTH 154	Quantitative Reasoning	
MTH 155	Statistical Reasoning (or Higher)	
SDV 100 or SDV 101	College Success Skills or Orientation to:	1
Credits		16
2nd Semester		
ACC 212	Principles of Accounting II	3
ACC 215	Computerized Accounting	3
CST 227 or CST 110	Business and Professional Communication or Introduction to Human Communication	3
ECO 150	Economic Essentials: Theory and Application	3
ITE 140	Spreadsheet Software	3
Credits		15
Total Credits		31

Students may consider the AAS in Accounting (<https://catalog.nvcc.edu/programs/accounting-aas/>) at this point. All classes would apply to the AAS.