

WAKE TECHNICAL COMMUNITY COLLEGE  
PROGRAM PLANNING GUIDE  
**BOOKKEEPING CERTIFICATE (C25800S)**  
Day, Evening, Online

This certificate program is designed to prepare students for job opportunities in the accounting field in the area of small business accounting. Office technology skills included are: QuickBooks, Excel, and Payroll. The study of general business knowledge and recordkeeping skills are also included. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, provided the student meets the entrance requirements for the Accounting program.

Course Title		Hours Class	Hours Lab	Hours Credit
<b>FIRST SEMESTER</b>				
ACC	120 Principles of Financial Accounting U	3	2	4
BUS	121 Business Math	2	2	3
<b>Total Semester Hours</b>				<b>7</b>
<b>SECOND SEMESTER</b>				
ACC	140 Payroll Accounting	1	3	2
ACC	149 Introduction to Accounting Spreadsheets	1	3	2
ACC	150 Accounting Software Applications	1	3	2
<b>Total Semester Hours</b>				<b>6</b>
<b>THIRD SEMESTER</b>				
ACC	132 N.C. Business Taxes	1	3	2
ACC	180 Practices in Bookkeeping	3	0	3
<b>Total Semester Hours</b>				<b>5</b>

**TOTAL COMPLETION REQUIREMENT 18 SEMESTER CREDIT HOURS**

\*This program planning guide is for advising purposes only and is subject to change.  
Only the registrar can determine if students have met all requirements for graduation.

