



2024*FA*C25800S

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

This program planning guide is for advising purposes only and is subject to change.

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

TOTAL COMPLETION REQUIREMENT | 18 SEMESTER CREDIT HOURS