

Bookkeeping

Skill Set

12 Credit Hours

Purpose

The Bookkeeping Skill Set is of value to office workers who need bookkeeping skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 250	Computerized Accounting	3
BU 115	Business Mathematical Applications	3

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609