



## Accounting with Computers

**Diploma:** NIACC

**Business Division**

**Credit**

**31 semester hours**

**Contact:**

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### Program Description

The Accounting with Computers Diploma program is designed to provide students with the skills, attitudes, and knowledge necessary to enter the field of bookkeeping and accounting.

The program also offers students desiring more advanced education the option of applying completed course work toward an Associate in Science (Business) Degree or an Associate in General Studies Degree. Program graduates may also continue work toward an Associate in Arts degree.

### Admission Requirements

- \* NIACC application for admission
- \* High school transcript or GED Scores
- \* ACT scores or COMPASS assessment
- \* Other college transcripts

### Curriculum

ACC-111 Introduction to Accounting  
 OR ACC-121 Principles of Accounting I  
 ADM-123 Document Formatting  
 ADM-131 Office Calculators  
 BCA-215 Computer Business Applications  
 OR BCA-101 Introduction to Computers and Information Systems  
 BUS-121 Business Communications  
 BUS-161 Human Relations  
 ACC-161 Payroll Accounting  
 ACC-311 Computer Accounting  
 BCA-129 Basic Word Processing  
 BCA-152 Electronic Spreadsheets  
 BUS-107 Business Careers  
 + Business Elective(s) 3 s.h

### Program Fees

Tuition & Fees	\$3603.75
Books	varies
Other fees	<u>none</u>
<b>Total</b>	<b>\$ 3,603.75</b>

### Career Potential

Accounting Clerk  
 Accounts Payable Clerk  
 Accounts Receivable Clerk  
 Bank Teller  
 Billing Clerk  
 Book Keeper  
 Data Entry  
 General Office Clerk  
 Payroll Clerk