

## Instructional Programs

### 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 full Bookkeeping Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
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

**Dean: 304.896.7365**

**Administrative Secretary: 304.896.7385**