

BUSINESS STUDIES
BUSINESS ADMINISTRATION
Accounting Recordkeeping Specialist
Certificate

Academic Plan Code

5202013429

Academic Subplan Code

Contact Information: Sueann Hely				
Sueann.Hely@kctcs.edu		270-534-3273		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
	Required:			
	ACC 201 Financial Accounting	3		
	ACT 196 Payroll Accounting	3		
	ACT 279 Computerized Accounting Systems	3		
	ACT 281 Individual Taxation	3		
	ACT 286 Financial Accounting Topics	3		
	CIT 105 Introduction to Computers OR	3		
	OST 105 Introduction to Information Systems	(3)		
	Total Credits	18		
		Revised Date: 10/14/2019		

KCTCS is an equal opportunity employer and educational institution.

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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First Semester		
Course No.	Course Title	Credit Hours
ACC 201	Financial Accounting	3
ACT 196	Payroll Accounting	3
ACT 281	Individual Taxation	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
Subtotal		12
Second Semester		
Course No.	Course Title	Credit Hours
ACT 279	Computerized Accounting Systems	3
ACT 286	Financial Accounting Topics	3
Subtotal		6
Total Credits		18
Program Coordinator Notes:		
Courses listed may have prerequisites. Certificates and/or diplomas are awarded when the required course work is completed.		