

# HERZING

## DIPLOMA IN BOOKKEEPING AND PAYROLL ACCOUNTING (DBPA)

### PROGRAM DESCRIPTION

This diploma program provides students with an introductory understanding of general and payroll accounting practices and the skills needed to set up and maintain basic accounting and payroll records in typical business settings.

### PROGRAM OBJECTIVES

Upon completion of this program students should be able to demonstrate the ability to:

1. Read and understand financial statements and accounts used in business decision-making.
2. Maintain basic manual and computerized accounting records.
3. Create and maintain computerized spreadsheets to assist business managers in decision-making.
4. Create and maintain payroll records in common business settings.
5. Produce financial reports, both manually and using accounting database programs.

### POTENTIAL JOB TITLES

Potential entry-level job position titles include accounting technician, bookkeeping assistant, and accounting clerk.

### PROGRAM CONTENT

A minimum of 25.00 semester credit hours is required for graduation.

### REQUIRED COURSES

All courses, 23.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
AC 107	Accounting I	IS 102	3.00
AC 110	Payroll Accounting	AC 107	3.00
AC 216	Accounting II	AC 107	3.00
BU 106	Introduction to Management	None	3.00
IS 102	Computers and Application Software	None	4.00
IS 160	Spreadsheets	IS 102	4.00
MA 175	Business Math	None	3.00

### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisite	Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/bookkeeping-and-payroll-accounting>