

DIPLOMA IN BOOKKEEPING AND PAYROLL ACCOUNTING (DBPA)

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

The Diploma in Bookkeeping and Payroll Accounting 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 OUTCOMES

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

1. Define operational, ethical, legal, and human resource issues associated with business management.
2. Analyze financial information using standard tools to support and evaluate managerial decision-making.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, bookkeeping, accounting, and auditing clerk and payroll and timekeeping 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	Prerequisites/Corequisites	Semester 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
BU 206	Business Law I	None	3.00
IS 102	Computers and Application Software	None	4.00
IS 160	Spreadsheets	IS 102	4.00

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00