



Business and Accounting Programs

Program Length:

Bookkeeping: 24 credits / 30 weeks

Business Administration: 24 credits / 30 weeks

Business & Accounting: 36 credits / 45 weeks

Prerequisites: None

Highlights: AI Prompt Engineering required across all tracks; dual-platform (Microsoft + Google) software training; capstone project

VACE's Business and Accounting Programs prepare students for real careers in bookkeeping, business administration, and accounting, offering three career-track pathways ranging from 30 to 45 weeks of instruction. Every track shares a common foundation — computer and internet fundamentals, business math, and full Microsoft Office proficiency — then builds outward with communications training across both Microsoft and Google Suites and cloud tools, reflecting the mixed software environments students will actually encounter on the job. All three tracks also require AI Prompt Engineering as a core competency, positioning graduates ahead of where most business programs currently stand on technology readiness.

Accounting instruction deepens progressively as students move through the program, from Accounting Principles and Accounting 1 through Accounting 2 and 3, paired with hands-on training in QuickBooks Online, payroll accounting, and electronic calculator proficiency. The most advanced track layers this full accounting sequence with HR and business operations training, giving graduates technical depth comparable to advanced bookkeeping and entry-level finance roles — a step beyond general business administration training alone. Every pathway concludes with a capstone project and workforce readiness training, so students graduate having applied their skills to a real, comprehensive work environment and feeling prepared for the practical expectations of the workplace.

Taken together, the program combines accounting depth, dual-platform software fluency, applied AI training, and project-based assessment — meeting core industry standards for business and accounting education while exceeding them in software breadth, AI readiness, and hands-on validation of student competency.