Program:	ACC.BK. CERT Bookkeeping /Accounting CC (34 credits)	Division: Business
Student:	ID#:	Catalog Year: 2025-2026

Developmental Education Courses (if required)							
☐	EAP-018	Intensive Academic English	☐	MAT-020	Basics of College Math	☐	COM-017/019	Foundational Reading/Writing
☐	EAP-020/040	EAP Reading I and Writing I	☐	MAT-03_		☐	COM-097	Academic Literacy I
☐	EAP-050/060	EAP Writing II and Reading II				☐	COM-098	Academic Literacy II

SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion. Plans may be modified by adding more semesters.

SEMESTER I – Fall (18 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	ACC-105	Financial Accounting	3	COM 098 or EAP-050 and EAP-060; IFT-110* (co-req)	All & OL
M	BUS-100	Introduction to Business	3	COM-098 or EAP-060 and EAP-050	All & OL
G	BUS-110	Math for BUS and Finance	3	MAT-030	
M	IFT-110*	Microcomputer Applications	3	MAT-020; COM 097 or EAP 040 & EAP 020 or by placement	All &OL
G	COM-121*	English Composition	3	COM-098 or EAP 050 and EAP 060 with "C" or better or by placement	
G	CSS-103*	College Success Strategies	3		All &OL

SEMESTER 2 – Spring (16 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	ACC-110	Managerial Accounting	3	ACC-105, BUS-110	All
G	BUS-106	Business Communications	3	COM-098 or EAP-060 and EAP-050	All
M	ACC-225	Payroll Accounting with Quick Books	3	IFT-110*, IFT-120 or ACC-105	Spring
M	ACC-220	Accounting Information Systems	4	ACC-105	Spring
M	MGT-100	Principles of Management	3	COM-098 or EAP-060 and EAP-050	All & OL

The Bookkeeping/Accounting Certificate Program is designed for students who would like to work in the area of accounting as accounts receivable, accounts payable, payroll or billing clerks or as bookkeepers for small businesses. All coursework may later be applied to an Accounting Associate in Applied Science degree.

*Sections of these courses offered in the Honors Program, check https://www.racc.edu/academics/honors-program for details. **Online (OL)** may not be offered every semester. Please check the schedule.

Date created: September 2019	Updated: May 2025	All = Fall/Spring/Summer; OL = Online M = Major; E = Elective; G = GenEd