



Program: Bookkeeping/Accounting CC (32 credits)		Division: Business	
Student:		ID#:	

FALL SEMESTER 1 (18 credits)							
V	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	^Code
	ACC-105	Financial Accounting	3	X	COM 050/1 or ESL-050; IFT-110 (may be taken concurrently). BUS-110 recommended	Fall/Sp	
	BUS-100	Introduction to Business	3	X	COM-061 or ESL-060 and COM050/1 or ESL-050	All	
	BUS-110	Business Math	3	X	MAT-030	All	
	IFT-110	Microcomputer Applications	3	X	COM-061 or ESL-060 and MAT-020	All & OL	TC
	COM-121*	English Composition I	3	X	COM-061 or ESL-060 and COM050/1 or ESL-050 with grades of C or better	All & OL	WC/IL
	ORI-103	College Success Strategies	3	X		All & OL	
SPRING SEMESTER 1 (14 credits)							
V	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	^Code
	ACC-110	Managerial Accounting	3	X	ACC-105, MAT-030	All	
	BUS-106	Business Communications	3	X	COM-121 or COM-122	All	
	ACC-120	Payroll Accounting	1	X	COM-061 or ESL-060	Sp	
	ACC-220	Accounting Information Systems	4	X	ACC-105	Sp	
	MGT-100	Principles of Management	3	X	COM-061 or ESL-060 and COM050/1 or ESL-050	All	

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, if the student desires.

Advisor's Contact Information:

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