

Program: Bookkeeping/Accounting CC (32 credits) Division: Business							
Student: ID#:		•			Calendar Year: 2017-2018		
FALL SEMESTER 1 (18 credits)							
Course#	Course Name	Cr.	Req.	Pre-requisites		Sem.	^Code
ACC-105	Financial Accounting	3	Х	COM 051 or ESL-050; IFT-110 (may be taken concurrently). BUS-110 recommended		Fa/Sp/OL	
BUS-100	Introduction to Business	3	х	COM-061 or ESL-060 and COM050/1 or ESL- 050		All & OL	
BUS-110	Business Math	3	Х	MAT-030, MAT-032 (recommended) or MAT-035		All	
IFT-110*	Microcomputer Applications	3	Х	COM-061 or ESL-060 and MAT-020		All &OL	TC
COM-121*	English Composition I	3	Х	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	Х			All & OL	
SPRING SEMESTER 1 (14 credits)							
Course#	Course Name	Cr.	Req.	Pre-requisites		Sem.	^Code
ACC-110	Managerial Accounting	3	Х	ACC-105, MAT-030		All/OL	
BUS-106	Business Communications	3	Х	COM-051 or ESL-050		All	
ACC-120	Payroll Accounting	1	Х	COM-061 or ESL-060		Sp	
	LL SEMESTER 1 Course# ACC-105 BUS-100 BUS-110 IFT-110* COM-121* ORI-103* RING SEMESTE Course# ACC-110 BUS-106	LL SEMESTER 1 (18 credits) Course# Course Name ACC-105 Financial Accounting BUS-100 Introduction to Business BUS-110 Business Math IFT-110* Microcomputer Applications COM-121* English Composition I ORI-103* College Success Strategies RING SEMESTER 1 (14 credits) Course# Course Name ACC-110 Managerial Accounting BUS-106 Business Communications	Course# Course Name Cr. BUS-100 Introduction to Business 3 BUS-110 Business Math 3 IFT-110* Microcomputer Applications 3 COM-121* English Composition I 3 ORI-103* College Success Strategies 3 RING SEMESTER 1 (14 credits) Course# Course Name Cr. ACC-110 Managerial Accounting 3 BUS-106 Business Communications 3	Course# Course Name Cr. Req. BUS-100 Introduction to Business 3 X BUS-110 Business Math 3 X IFT-110* Microcomputer Applications 3 X COM-121* English Composition I 3 X ORI-103* College Success Strategies 3 X RING SEMESTER 1 (14 credits) Course# Course Name Cr. Req. ACC-110 Managerial Accounting 3 X BUS-106 Business Communications 3 X	LL SEMESTER 1 (18 credits) Course# Course Name Cr. Req. Pre-requisites ACC-105 Financial Accounting 3 X COM-061 or ESL-050; IFT-110 (may concurrently). BUS-110 recommended (mathematical process) BUS-100 Introduction to Business 3 X COM-061 or ESL-060 and COM050/050 BUS-110 Business Math 3 X MAT-030, MAT-032 (recommended (mathematical process)) IFT-110* Microcomputer Applications 3 X COM-061 or ESL-060 and MAT-020 (COM-121* English Composition I 3 X COM-061 or ESL-060 and COM050/050 with grades of C or better (mathematical process) ORI-103* College Success Strategies 3 X RING SEMESTER 1 (14 credits) Course# Course Name Cr. Req. Pre-requisites ACC-110 Managerial Accounting 3 X ACC-105, MAT-030 BUS-106 Business Communications 3 X COM-051 or ESL-050	Course# Course Name Cr. Req. Pre-requisites ACC-105 Financial Accounting 3 X COM-061 or ESL-060 and COM050/1 or ESL-050 BUS-100 Introduction to Business 3 X MAT-030, MAT-032 (recommended) or MAT-010* Microcomputer Applications 3 X COM-061 or ESL-060 and COM050/1 or ESL-050 with grades of C or better ORI-103* College Success Strategies 3 X RING SEMESTER 1 (14 credits) Course# Course Name Cr. Req. Pre-requisites ACC-110 Managerial Accounting 3 X ACC-105, MAT-030 BUS-106 Business Communications 3 X COM-051 or ESL-050	LL SEMESTER 1 (18 credits) Course# Course Name Cr. Req. Pre-requisites Sem. ACC-105 Financial Accounting 3 X COM-061 or ESL-050 and COM050/1 or ESL-050 and Semsor All & OL BUS-100 Business Math 3 X MAT-030, MAT-032 (recommended) or MAT-035 MI & COM-061 or ESL-060 and MAT-020 All & OL COM-121* English Composition I 3 X COM-061 or ESL-060 and COM050/1 or ESL-050 All & OL RING SEMESTER 1 (14 credits) Course# Course Name Cr. Req. Pre-requisites Sem. ACC-110 Managerial Accounting 3 X COM-051 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.

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ACC-105

COM-061 or ESL-060 and COM050/1 or ESL-

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Online (OL) may not be offered every semester. Please check the schedule.

Advisor's Contact Information:

Name: Wendy Bonn, Assistant Professor

Accounting Information

Principles of Management

Systems

Office: P223

ACC-220

MGT-100

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