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| Program: BK.CC Bookkeeping /Accounting CC (25 credits) | Division: Business |
| Student: | ID#: Catalog Year: 2023-2024 |

| Developmental Education Courses (if required) | | | | | | | | |
|---|-------------|-------------------------------|--------------------------|---------|------------------------|--------------------------|-------------|------------------------------|
| <input type="checkbox"/> | EAP-018 | Intensive Academic English | <input type="checkbox"/> | MAT-020 | Basics of College Math | <input type="checkbox"/> | COM-017/019 | Foundational Reading/Writing |
| <input type="checkbox"/> | EAP-020/040 | EAP Reading I and Writing I | <input type="checkbox"/> | MAT-03_ | | <input type="checkbox"/> | COM-097 | Academic Literacy I |
| <input type="checkbox"/> | EAP-050/060 | EAP Writing II and Reading II | | | | <input type="checkbox"/> | 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 (12 credits) | | | | | |
|--------------------------------|----------|--------------------------------------|-----|--|-----------|
| √ | Course# | Course Name | Cr. | Pre-requisites/ Co-requisites | Semesters |
| | ACC-105 | Financial Accounting | 3 | COM 098 or EAP-050 and EAP-060; IFT-110 (co-req) | All |
| | BUS-100 | Introduction to Business | 3 | COM-098 or EAP-060 and EAP-050 | All & OL |
| | BUS-110 | Mathematics for Business and Finance | 3 | MAT-030, MAT-032 (recommended) | All |
| | IFT-110* | Microcomputer Applications | 3 | MAT-020; COM 098 or EAP 060 & EAP 050 | All & OL |

| SEMESTER 2 – Spring (13 credits) | | | | | |
|----------------------------------|----------|-------------------------------------|-----|--|-----------|
| √ | Course# | Course Name | Cr. | Pre-requisites/ Co-requisites | Semesters |
| | BUS-106 | Business Communications | 3 | COM-098 or EAP-060 and EAP-050 | All |
| | ACC-225 | Payroll Accounting with Quick Books | 3 | IFT-110, IFT-120, ACC-105 | Sp |
| | ACC-220 | Accounting Information Systems | 4 | ACC-105 | Sp |
| | COM-121* | English Composition I | 3 | COM-098 or EAP-060 and EAP-050 (C or better) | 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, if the student desires.

*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.

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| Date created: September 2019 | Updated: May 2023 | All = Fall/Spring/Summer OL = Online |
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