

<b>Program:</b> BK.CC Bookkeeping /Accounting CC (25 credits)	<b>Division:</b> Business
<b>Student:</b>	<b>ID#:</b> Catalog Year: 2022-23

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.

Date created: September 2019	Updated: June 2022	All = Fall/Spring/Summer OL = Online
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