



Program: Bookkeeping/Accounting CC (32 credits)		Division: Business					
Student:			ID#:			Calendar Year: 2019-2020	
FALL SEMESTER 1 (18 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	^Code
	ACC-105	Financial Accounting	3	X	COM 098 or ESL-050; IFT-110 (may be taken concurrently). BUS-110 recommended	All	
	BUS-100	Introduction to Business	3	X	COM-098 or ESL-060 and ESL-050	All & OL	
	BUS-110	Mathematics for Business and Finance	3	X	MAT-030, MAT-032 (recommended)	All	
	IFT-110*	Microcomputer Applications	3	X	MAT-020	All & OL	TC
	COM-121*	English Composition I	3	X	COM-098 or ESL-060 and ESL-050 (C or better)	All & OL	WC/IL
	ORI-103*	College Success Strategies	3	X		All & OL	
SPRING SEMESTER 1 (16 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	^Code
	ACC-110	Managerial Accounting	3	X	ACC-105, BUS 110	All/OL	
	BUS-106	Business Communications	3	X	COM-098 or ESL-060 and ESL-050	All	
	ACC-120	Payroll Accounting	1	X	IFT-110, IFT 120 or ACC 105	Sp	
	ACC-220	Accounting Information Systems	4	X	ACC-105	Sp	
	MGT-100	Principles of Management	3	X	COM-098 or ESL-060 and 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.

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

Advisor's Contact Information:

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