Bookkeeping
CERTIFICATE OF ACHIEVEMENT (CA)   REQUIRED CREDITS: **30**   DEGREE CODE: **ACCBOK-CT**

DESCRIPTION
The Certificate of Achievement in Bookkeeping provides students with the necessary skills for entry level positions such as accounts receivable or payable clerk, general secretary/bookkeeper, part-time bookkeeper and payroll clerk.

STUDENT LEARNING OUTCOMES
- Demonstrate the skills necessary to obtain employment in the bookkeeping field.
- Enhance the computer knowledge related to the most current software in accounting.

PLEASE NOTE - The courses listed below may require a prerequisite or corequisite. Read course descriptions before registering for classes. All MATH and ENG courses numbered 01-99 must be completed before reaching 30 total college-level credits. No course under 100-level counts toward degree completion.

GENERAL EDUCATION REQUIREMENTS (3 CREDITS)

COMMUNICATIONS (3-5 credits)
ENG 100 or 101 or 107 or 113

SPECIAL PROGRAM REQUIREMENTS (27 CREDITS)

CORE REQUIREMENTS (21 credits)

ACC 135B	Bookkeeping I	3
ACC 201	Financial Accounting	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223B	Introduction to QuickBooks	3
BUS 101	Introduction to Business	3
COT 101B	Computer Keyboarding I	3
IS 101	Introduction to Information Systems	3

Choose one from the following (3 credits)

BUS 106B	Business English	3
BUS 108	Business Letters and Reports	3

Choose one from the following (3 credits)

ACC 105	Taxation for Individuals	3
ACC 222B	Accounting Using Spreadsheets	3

Computation included in ACC 201

Human Relations included in BUS 101

FULL-TIME STUDENT DEGREE PLAN
Add more semesters to modify this plan to fit part-time student needs.

FIRST SEMESTER	Credits
Complete Communications (see courses this page)	3-5
ACC 135B Bookkeeping I	3
BUS 101 Introduction to Business	3
COT 101B Computer Keyboarding I	3
ACC 201 Financial Accounting	3
TOTAL CREDITS	*15-17*

SECOND SEMESTER	Credits
ACC 220 Microcomputer Accounting Systems	3
ACC 223B Introduction to QuickBooks	3
IS 101 Introduction to Information Systems	3
BUS 106 or BUS 108	3
ACC 105 or ACC 222B	3
TOTAL CREDITS	*15*

DEGREE PLAN TOTAL CREDITS..**30-32**