

**Bookkeeping**

CERTIFICATE OF ACHIEVEMENT (CA)

REQUIRED CREDITS: 30

DEGREE CODE: ACCBOK-CT

**IMPORTANT**

Important information about the educational debt, earnings, and completion rates of students who attended this program are located at [www.csn.edu/gainful-employment](http://www.csn.edu/gainful-employment).

**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
<b>TOTAL CREDITS</b> .....	<b>15-17</b>

**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
<b>TOTAL CREDITS</b> .....	<b>15</b>
<b>DEGREE PLAN TOTAL CREDITS</b> .....	<b>30-32</b>

- NOTE**
- Course numbers with the “B” suffix may be non-transferable for a NSHE baccalaureate degree.
  - Course numbers with the “H” suffix are designated Honors-level courses and can be used to fulfill equivalent general education requirements. For more information visit [www.csn.edu/honors](http://www.csn.edu/honors).
  - In no case, may one course be used to meet more than one requirement except for the Values and Diversity general education requirement (only AA, AS, and AB degrees) which may be used to fulfill the corresponding general education or emphasis requirement.
  - Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

