

ACCOUNTING  
Bookkeeping Certificate Program  
Catalog 2009-2010

The Bookkeeping Certificate Program provides educational training to those seeking employment in the specialized area of bookkeeping. The certificate in bookkeeping can be earned in three semesters and is fully transferable to the Associate of Applied Science Degree in Accounting.

**Note:** Students have the option of taking both ACCT 175 and ACCT 178 in order to satisfy the requirements of ACCT 201.

A student must earn a "C" or higher in all courses to count toward a certificate.

	<b>Credit Hours</b>	<b>Grade</b>
____ ACCT 201 Fundamental of Accounting I <b>OR</b>	4	_____
____ ACCT 175 Fundamental of Accounting IA <b>AND</b>	(3)	_____
____ ACCT 176 Fundamental of Accounting IB	(3)	_____
____ ACCT 202 Fundamentals of Accounting II	4	_____
____ ACCT 216 Spreadsheet Accounting	3	_____
____ ACCT 218 Computerized Accounting	3	_____
____ ACCT 220 Payroll Accounting	3	_____
____ ACCT 221 Intermediate Accounting	3	_____
____ ACCT 232 Income Tax-Individual & Proprietors	3	_____
____ ACCT 242 Cost & Managerial Accounting I	3	_____
____ ACCT 255 Certified Bookkeeping (CB) Capstone Course	3	_____
____ AOAP 115 Practical Business Math Procedures	3	_____
____ AOAP 117 Business Communication	3	_____
____ COSC 125 Business Microcomputer Applications	3	_____

Total credit hours required for this certificate is 38-40.

**Option:** Upon completion of this certificate program, students will be provided with precise information regarding the National Certified Bookkeeping Examination offered by the American Institute of Professional Bookkeepers.