

ACCOUNTING
Bookkeeping Certificate
Catalog 2010-2011

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.

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 in order to meet the requirements of this certificate.

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

1st Semester	Credit Hours	Grade
___ ACCT 201 Fundamental of Accounting I OR	4	___
___ ACCT 175 Fundamental of Accounting IA AND	(3)	___
___ ACCT 176 Fundamental of Accounting IB	(3)	___
___ AOAP 115 Practical Business Math Procedures	3	___
___ AOAP 117 Business Communication	3	___
___ COSC 125 Business Microcomputer Applications	3	___
2nd Semester		
___ ACCT 202 Fundamentals of Accounting II	4	___
___ ACCT 216 Spreadsheet Accounting	3	___
___ ACCT 218 Computerized Accounting	3	___
3rd Semester		
___ ACCT 232 Income Tax-Individual & Proprietors	3	___
___ ACCT 242 Cost & Managerial Accounting I	3	___
4th Semester		
___ ACCT 220 Payroll Accounting	3	___
___ ACCT 221 Intermediate Accounting	3	___
___ ACCT 255 Certified Bookkeeping (CB) Capstone Course	3	___

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