

Bookkeeping Certificate Program

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 of Accounting.

Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201. **Option:** Upon completion of this certificate program, students will be provided with precise information regarding the National Certified Bookkeeper Examination offered by the American Institute of Professional Bookkeepers. A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

Payroll Accounting Certificate Program

The Payroll Accounting Certificate Program provides educational training to those seeking employment in the specialized area of payroll accounting. The certificate in payroll accounting can be earned in one year and is fully transferable to the Associate of Applied Science Degree of Accounting.

Students have the option of taking both ACCT 175 and ACCT 176 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.

AAS = Associate of Applied Science

B = Bookkeeping Certificate

P = Payroll Accounting Certificate

1st Semester				AAS	B	P
ACCT	201*	Fundamentals of Accounting I OR		4	4	4
ACCT	175*	Fundamentals of Accounting 1A AND		(3)	(3)	(3)
ACCT	176*	Fundamentals of Accounting IB		(3)	(3)	(3)
BADM	114	Introduction to Business		3		
AOAP	115*	Practical Business Math Procedures		3	3	3
AOAP	117*	Business Communication		3	3	3
COSC	125*	Business Microcomputer Applications		3	3	3
ACCT	230	Tax Help I		2		
Total				18-20	13-15	13-15
2nd Semester						
ACCT	202*	Fundamentals of Accounting II		4	4	4
ACCT	216*	Spreadsheet Accounting		3	3	3
ACCT	218*	Computerized Accounting		3	3	3
ENGL	111	Freshman Composition		3		
MATH	115	Intermediate Algebra and Applications		4		
ACCT	231	Tax Help II.		2		
Total				19	10	10
3rd Semester						
ACCT	232*	Income Tax-Individual & Proprietors		3	3	
ACCT	242*	Cost and Managerial Accounting I		3	3	
ECON	251*	Macroeconomics OR				
ECON	252*	Microeconomics		3		
ENGL	218	Advanced Technical Composition		3		
		Humanities/Social Science Elective		3		
Total				15	6	
4th Semester						
ACCT	220	Payroll Accounting		3	3	3
ACCT	221*	Intermediate Accounting I		3	3	
BADM	230*	Business Law		3		
BADM	233*	Principles of Management OR				
ENSB	265*	Small Business Operations		3		
ACCT	280	Cooperative Education OR				
ACCT	255	Certified Bookkeeper (CB) Capstone Course		3	3	
COMM	111	Interpersonal Communications		3		
Total				18	9	3
Total Credits				70	38-40	26-28