

CERTIFICATE OF ACHIEVEMENT

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 - Graduates of this program will have the opportunity to:**

- Demonstrate the skills necessary to obtain employment in the bookkeeping field.
- Demonstrate computer knowledge related to the most popular software in accounting.

**GENERAL EDUCATION REQUIREMENTS (3 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> ENG 100, 101, 107, 113	3-5	_____

**SPECIAL PROGRAM REQUIREMENTS (27 Credits):**

	CR	SEMESTER
<b>ACC 135B</b> Bookkeeping I	3	_____
<b>ACC 201</b> Financial Accounting	3	_____
<b>ACC 220</b> Microcomputer Accounting Systems	3	_____
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 106B</b> Business English	3	_____
<b>or</b>		
<b>BUS 108</b> Business Letters and Reports		
<b>BUS 109B</b> Business Mathematics	3	_____
<b>COT 101B</b> Computer Keyboarding I	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>ELECTIVE</b>	3	_____

Computation included in ACC 201

Human Relations included in BUS 101

**NOTE:** Courses with a B suffix (example - XYZ 123B) may be non-transferable for a NSHE baccalaureate degree.

ACCBOK-CT

**30**  
Total Credits

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.

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Guided Pathway  
 Certificate of Achievement – Bookkeeping  
 Total Credits – 30 credits  
 (12 credit hours)

First Semester	Requirement	Credit Hours	Term
Communication	Elective - ENG 100, 101, 107, 113	3	
Bookkeeping I	ACC 135B	3	
Introduction to Business	BUS 101	3	
Computer Keyboarding I	COT 101B	3	
	<b>TOTAL</b>	<b>12</b>	
Second Semester		Credit Hours	Term
Financial Accounting	ACC 201	3	
Business English or Business Letters/Reports	BUS 106B or BUS 108	3	
Introduction to Information Systems	IS 101	3	
	Elective	3	
	<b>TOTAL</b>	<b>12</b>	
Third Semester		Credit Hours	Term
Microcomputer Accounting Systems	ACC 220	3	
Business Mathematics	BUS 109B	3	
	<b>TOTAL</b>	<b>6</b>	
	<b>Certificate TOTAL</b>	<b>30</b>	

**Guided Pathway  
Certificate of Achievement -- Bookkeeping  
Total Credits – 30 credits  
(15 credit hours)**

<b>First Semester</b>	<b>Requirement</b>	<b>Credit Hours</b>	<b>Term</b>
Communication	Elective - ENG 100, 101, 107, 113	3-5	
Bookkeeping I	ACC 135B	3	
Introduction to Business	BUS 101	3	
Business Mathematics	BUS 109B	3	
Computer Keyboarding I	COT 101B	3	
	<b>TOTAL</b>	<b>15-17</b>	
<b>Second Semester</b>		<b>Credit Hours</b>	<b>Term</b>
Financial Accounting	ACC 201	3	
Business English or Business Letters & Reports	BUS 106B or BUS 108	3	
Introduction to Information Systems	IS 101	3	
	Elective	3	
Microcomputer Accounting Systems	ACC 220	3	
	<b>TOTAL</b>	<b>15</b>	
	<b>Certificate TOTAL</b>	<b>30</b>	