

PROGRAM COURSE PATHWAY

The following sequence is the suggested pathway to complete the degree in two years. This sequence is based on satisfaction of all basic skills requirements and prerequisites and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your academic advisor for other options and to monitor your progress.

Program Name: Certificate - Bookkeeping Certificate

Program Learning Outcomes (PLOs):

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| 1. Perform accounting procedures and practices for an organization. (3, 6) |
| 2. Use computer and software technology to perform accounting tasks. (6) |
| 3. Perform bookkeeping and make bookkeeping entries for an organization. (2,3) |

Courses – Asterisk (*) indicates required program courses	AGEC course?	Terms	Credits
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First Semester: Fall

ACC 120*		SU	2
ACC 125*		F, SP	4
BUE 110*		F, SP	3
CIS 136*		F, SP	3

Second Semester: Spring

ACC 135*		F, SP	3
ACC 139 or ACC 143		F, SP	3

Key:

SP= Spring F= Fall SU= Summer

1. Aesthetic Sensibilities: An awareness of creative expression in the world around us.
2. Communication Skills: The ability to effectively convey meaning through various media on both personal and professional levels.
3. Critical Thinking Skills and Problem-Solving: The ability to analyze data and arrive at logical and defensible conclusions.
4. Cultural Diversity and Global Awareness: An appreciation of relationships and differences in values, customs, and norms of diverse global communities.
5. Techniques of Inquiry: Use of standardized methodological framework to collect, analyze, interpret, and present findings.
6. Technological Competency: A proficiency in evolving technology to compete and flourish in society.

Total credits

18

****terms not guaranteed**