

Accounting and Finance – Bookkeeping Certificate (C25800A) 17 Total Credit Hours**2018-2019**

| Spring Semester – 1st Year | | | | |
|----------------------------------------------|--------------------------------------------------------|------------|------------|---------------|
| Course Number | Course Name | Lec | Lab | Credit |
| ACC 120 | Principles of Financial Accounting (1 st 8) | 3 | 2 | 4 |
| ACC 180 | Practices in Bookkeeping (2 nd 8) | 3 | 0 | 3 |
| ACC 140 | Payroll Accounting (2 nd 8) | 1 | 2 | 2 |
| ACC 150 | Accounting Software Application (2 nd 8) | 1 | 2 | 2 |
| BUS 121 | Business Math (1 st 8) | 2 | 2 | 3 |
| CIS 110 | Introduction to Computers (1 st 8) | 2 | 2 | 3 |
| Total | | | 17 | |