

Accounting and Finance – Bookkeeping Certificate (C25800A) 17 Total Credit Hours 2021 -2022

Fall Semester – 1 st Year				
Course Number	Course Name	Lec	Lab	Credit
ACC 120	Principles of Financial Accounting	3	2	4
BUS 121	Business Math	2	2	3
CIS 110	Introduction to Computers	2	2	3
Total				10

Spring Semester – 1 st Year				
Course Number	Course Name	Lec	Lab	Credit
ACC 140	Payroll Accounting	1	2	2
ACC 150	Accounting Software Application	1	2	2
ACC 180	Practices in Bookkeeping	3	0	3
Total				7

NOTE:

ACC 120 is a pre-requisite for ACC 140, ACC 150, and ACC 180 and it should be taken in Fall.

ACC 140, ACC 150, and **ACC 180** are only offered in Spring.

BUS 121 and **CIS 110** may be taken in Fall or Spring.