

Accounting/Bookkeeping Certificate | 48 Credits

Program Prerequisites:

- Placement into MTH 65 Beginning Algebra or MTH 98 Quantitative Math (4 credits)
- IRW 115 Critical Reading and Writing (5 credits) or WR 115 Introduction to Expository Writing (4 credits) or equivalent placement

Coursework:

Course Number	Course Title	Prerequisites	Credits
Fall			16-22
BA 101Z	Introduction to Business	IRW 115 or WR 115 or equivalent placement Place into MTH 65 or MTH 98	4
BA 104	Applied Business Math	IRW 115 or WR 115 or equivalent placement Place into MTH 65 or MTH 98	4
BA 211Z	Principles of Financial Accounting	Recommended: Place into MTH 65 Prerequisites: WR 115 or IRW 115 or place	4
BA 224	Introduction to Human Resource Management	IRW 115 or WR 115 or equivalent placement Place into MTH 65 or MTH 98	3
CAS 121 (fall) or CAS 122 (winter)	Beginning Keyboarding ¹ or Keyboarding for Speed and Accuracy ¹	Recommended: Place into IRW 115 or WR 115; CAS 103W	3
CAS 170 (fall) or CAS 270 (winter)	Beginning Spreadsheets using Excel or Intermediate Spreadsheets using Excel	Recommended: Place into IRW 115 or WR 115, and MTH 65 or MTH 98	3
OS 131	10-Key for Business	Place into MTH 65 or MTH 98	1
Winter			11-17
BA 131	Introduction to Business Technology	IRW 115 or WR 115 or equivalent placement Place into MTH 65 or MTH 98. CAS 121 or keyboarding by touch	4
BA 285	Human Relations in Organizations	IRW 115 or WR 115 or equivalent placement Place into MTH 65 or 98. Recommended: pre/co: WR 121 and BA 101	3
WR 121 or WR 121Z	Composition I	IRW 115 or WR 115 or equiv placement	4
Spring			15
BA 170	Project Management Fundamentals	BA 104 and BA 131	4
BA 205	Business Communication	IRW 115 or WR 115 or equivalent placement Place into MTH 65 or MTH 98 Recommended: WR 121; BA 131 or CAS 133; BA 101	4
BA 228	QuickBooks for Business	BA 111 or 211. Recommended: BA 104, CAS 133	3
OS 240	Records and Information Management	Recommended: Word processing and spreadsheet skills	4
Total Quarter Credits			48

¹ Students who can touch type more than 40 words per minute should substitute an approved Accounting/Bookkeeping elective.