

Accounting/Bookkeeping Certificate | 46 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
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
CAS 123	Keyboarding for Business	Recommended: Keying 24 wpm by touch	4
Winter			14
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 228	QuickBooks for Business	BA 111 or 211. Recommended: BA 104, CAS 133	3
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			16
BA 169Z	Data Analysis Using Microsoft Excel	BA 131	4
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
OS 240	Records and Information Management	Recommended: Word processing and spreadsheet skills	4
Total Quarter Credits			46