



Accounting/Bookkeeping Certificate

(55 Quarter Credits)

2017-2018

Program Prerequisites:

- MTH 20 Basic Math (4 credits) or placement into MTH 60
- WR 115 Introduction to Expository Writing (4 credits) or placement into WR 121
- RD 115 Critical Reading (4 credits) or placement "No Reading Required"

Course Number	Course Title	Prerequisites	Credits
Summer Term			
<input type="checkbox"/> BA 104	Applied Business Math	WR 115, RD 115, MTH 20 or test	4
<input type="checkbox"/> BA 111	Introduction to Accounting ¹	WR 115, RD 115, MTH 20 or test	3
Fall Term			
<input type="checkbox"/> BA 101	Introduction to Business	WR 115, RD 115, MTH 20 or test	4
<input type="checkbox"/> BA 131	Introduction to Business Technology	WR 115, RD 115, MTH 20 or test	4
<input type="checkbox"/> BA 211	Principles of Accounting I	WR 115, RD 115, MTH 20 or test. Rec: MTH 60, BA 111	3
<input type="checkbox"/> BA 224	Introduction to Human Resource Management	WR 115, RD 115, MTH 20 or test	3
<input type="checkbox"/> CAS 121 or CAS 122	Beginning Keyboarding ² or Keyboarding for Speed and Accuracy ²	Rec: Place into RD 90, WR 90; CAS 103W	3
<input type="checkbox"/> OS 131	10-Key for Business	MTH 20 or test	1
Winter Term			
<input type="checkbox"/> BA 212	Principles of Accounting II	BA 211	3
<input type="checkbox"/> BA 228	Computer Accounting Applications	BA 101, BA 104, BA 131 or CAS 133, BA 211. Pre/co: BA 212	3
<input type="checkbox"/> BA 285	Human Relations in Organizations	WR 115, RD 115, MTH 20 or test. Rec Pre/co: WR 121, BA 101	3
<input type="checkbox"/> CAS 170 or CAS 270	Beginning Spreadsheets using Excel or Intermediate Spreadsheets using Excel	Rec: Place into RD 115, WR 115, MTH 20.	3
<input type="checkbox"/> WR 121	English Composition	WR 115 or test	4
Spring Term			
<input type="checkbox"/> BA 177	Payroll Accounting	BA 111 or BA 211 Rec: BA 104	3
<input type="checkbox"/> BA 205	Business Communication	WR 115, RD 115, MTH 20 or test Rec: WR 121; BA 131 or CAS 133; BA 101	4
<input type="checkbox"/> OS 240	Filing & Records Management	Rec: WR 115, RD 115; CAS 133 or CAS 140	4
<input type="checkbox"/>	Accounting/Bookkeeping Elective	varied	3

¹ Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved Accounting/Bookkeeping elective and start the accounting series with BA 211 in the second term.

² Students who can touch type more than 40 words per minute should substitute an approved Accounting/Bookkeeping elective.

Accounting/Bookkeeping Electives – 3 Credits Required			
Course Number	Course Title	Prerequisites	Credits
BA 208	Business Ethics	MTH 20 or test; pre/co: WR 115	4
BA 213	Managerial Accounting	BA 211	4
BA 226	Business Law I	WR 115, RD 115, MTH 20 or test	4
BA 242	Fundamentals of Investments	WR 115, RD 115, MTH 20 or test	3
BA 256	Income Tax	none	3

Comprehensive Certificate Requirements & Limitations:

- All candidates for a certificate must have at least a 2.0 minimum cumulative grade point average (“C” average).
- Credit courses, numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- At least 12 credits must be earned at CGCC, nine of which must apply to the certificate requirements. The final nine credits must be earned at CGCC.
- A maximum of 12 credits of “P” (pass) grades will apply to any one-year certificate. Some certificate requirements may vary and will be listed in that specific certificate.
- No more than 12 credits of Cooperative Education courses may apply to any one-year certificate.
- Only nine credits of 199 and 299 experimental courses apply.

This form is intended for advising purposes only. See your declared catalog for a complete list of degree requirements.

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