



**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   |
|------------------------------|-------------------------------------|--|-----------|
| <b>Fall</b>                  |                                     |  | <b>16</b> |
| BA 101Z                      | Introduction to Business            | IRW 115 or WR 115 or equivalent placement<br>Place into MTH 65 or MTH 98   | 4         |
| BA 104                       | Applied Business Math               | IRW 115 or WR 115 or equivalent placement<br>Place into MTH 65 or MTH 98   | 4         |
| BA 211Z                      | Principles of Financial Accounting  | Recommended: Place into MTH 65<br>Prerequisites: WR 115 or IRW 115 or place  | 4         |
| CAS 123                      | Keyboarding for Business            | Recommended: Keying 24 wpm by touch  | 4         |
| <b>Winter</b>                |                                     |  | <b>14</b> |
| BA 131                       | Introduction to Business Technology | IRW 115 or WR 115 or equivalent placement<br>Place into MTH 65 or MTH 98. CAS 121 or keyboarding by touch                  | 4         |
| BA 228                       | QuickBooks for Business             | BA 111 or 211.<br>Recommended: BA 104, CAS 133   | 3         |
| BA 285                       | Human Relations in Organizations    | IRW 115 or WR 115 or equivalent placement<br>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         |
| <b>Spring</b>                |                                     |  | <b>16</b> |
| 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<br>Place into MTH 65 or MTH 98<br>Recommended: WR 121; BA 131 or CAS 133; BA 101 | 4         |
| OS 240                       | Records and Information Management  | Recommended: Word processing and spreadsheet skills  | 4         |
| <b>Total Quarter Credits</b> |                                     |  | <b>46</b> |