



C O L L E G E
Bookkeeping (Certificate of Proficiency) – 30104

2 Semester Program

2020-2021 Recommended Course Sequencing

		Course	Requirement Filled	Cr	Notes	
1 st Semester	FALL	AIS 117 Electronic Keyboarding I OR AIS 118 Electronic Keyboarding II	Core Curriculum	3	Fall & Spring-Online & Face to Face	
		BUS 101 Fundamentals of Accounting OR BUA 233 Uses of Accounting Information I	Core Curriculum	3	Fall & Spring-Online & Face to Face; Concurrent enrollment in these two courses not permitted	
		CMP 101 Intro to Computers OR CMP 103 Intro to Computer Based Systems	Core Curriculum	3	Fall & Spring-Online & Face to Face	
		Total Hours			9	

2 nd Semester	SPRING	AIS 214 The Office Professional	Core Curriculum	3	Fall & Spring-Online
		BUS 205 Computerized Accounting with QuickBooks	Core Curriculum	2	Fall-Face to Face, Spring-Online; Prerequisite is BUS 101 or BUA 233 and CMP 101 or CMP 103
		BUS 111 Business Math	Core Curriculum	3	Fall & Spring-Online & Face to Face
		Total Hours			8

Total Hours 17

Total Curriculum Requirements (Core) 17	Total Related Curriculum 0	Total General Education 0	Total Elective 0
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Notes: The foregoing is a recommended, or suggested, sequence of courses. Of course, if a student enters the program in the spring, or transfers credit in, the above would have to be modified. Other “Additional Curriculum” choices are open to the student, as well.

Be sure to check the catalog for other changes as they occur.