

BOOKKEEPING CERTIFICATE 30104

Course	Requirement Field	Credits	Notes
Fall - 1st Semester			
AIS 117 Electronic Keyboarding I OR	Core Curriculum	3	Fall & Spring-Online & Face to Face
AIS 118 Electronic Keyboarding II			
BUS 101 Fundamentals of Accounting OR	Core Curriculum	3	Fall & Spring-Online & Face to Face; Concurrent enrollment in these two courses not permitted
BUA 233 Uses of Accounting Information I			
AIS 214 The Office Professional	Core Curriculum	3	Fall-Online
Total Hours		9	

Course	Requirement Field	Credits	Notes
Spring - 2nd Semester			
CMP 101 Intro to Computers OR	Core Curriculum	3	Fall & Spring-Online & Face to Face
CMP 103 Intro to Computer Based Systems			
BUS 205 Accounting with QuickBooks	Core Curriculum	3	Fall-Face to Face, Spring-Online; Prerequisite is BUS 101 or BUA 233 and CMP 101 or CMP 103
BUS 111 Business Mathematical Calculations	Core Curriculum	3	Fall & Spring-Online & Face to Face
Total Hours		9	

				Total Hours	18									
				Total Curriculum Requirements (Core)	18									

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.