




Office Bookkeeper Certificate Courses

Award	Certificate
Credits	11
Time to Complete	4 months

2023–2024 Suggested Sequence of Study

 **The following suggested sequence of study is for new full-time students starting the program .** Part-time students should visit with a program advisor for a modified sequence of study.

 **When registering for classes refer to Self-Service > Student Planning to view your specific program requirements, your progress, and ensure proper registration.**

 Courses are subject to change.

- ◆ General education course.
- ▶ Course has a prerequisite and/or corequisite.

Term 1

ACC-115 Introduction to Accounting -OR-	4	◆
ACC-152 Financial Accounting ▶	4	◆
ACC-160 Payroll Accounting ▶	2	
ACC-310 Computer Accounting ▶	2	
CSC-110 Introduction to Computers ▶ -OR-	3	◆
CSC-116 Information Computing ▶	3	◆

Total Credits 11