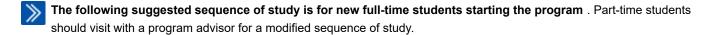
## Office Bookkeeper Certificate Courses

Award	Certificate
Credits	11
Time to Complete	4 months

## 2023–2024 Suggested 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**