Office Bookkeeper Certificate Courses

Award	Certificate
Credits	11
Time to Complete	4 months

2024–2025 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		