Academic Map: Certificate of Achievement (CA) Bookkeeping

Certificate of Achievement (C.A.) | 30 Total Credits | CSN Degree Code: ACCBOK-CT | Catalog Year: 2021-2022 |

Business   Business, Hospitality & Public Service   Department of Accounting, Finance and Computer Office Technology

Jobs and Employment Information: https://www.csn.edu/businessarea

DESCRIPTION: The Certificate of Achievement in Bookkeeping provides students with the necessary skills for entry-level positions such as accounts receivable or payable clerk, general secretary/bookkeeper, part-time bookkeeper, and payroll clerk.

TERM 1 – TOTAL CREDIT HOURS: 15	Credits	Pre-Requisite/Co-Requisite	Area	Min Grade	Milestones and Notes
ENG 100 or ENG 101 or ENG 107 or ENG 113	3	Placement or C- or up in ENG 98 or ESL 139	GE Comm	C	
ACC 135B Bookkeeping I	3	*None*	Special Prog Req	C	
BUS 101 Introduction to Business	1	*None*	Special Prog Req	C	
COT 101B Computer Keyboarding I	2	*None*	Special Prog Req	C	
ACC 201 Financial Accounting	2	*None*	Special Prog Req	C	Mandatory Advising Required

TERM 2 – TOTAL CREDIT HOURS: 15	Credits	Pre-Requisite/Co-Requisite	Area	Min Grade	Milestones and Notes
ACC 220 Microcomputer Accounting Systems	3	ACC 201	Special Prog Req	C	
ACC 223B Introduction to QuickBooks	3	ACC 201	Special Prog Req	C	
IS 101 Intro to Information Systems	3	*None*	Special Prog Req	C	
BUS 106 or BUS 108	3	C or up in either ENG 100 or ENG 101	Special Prog Req	C	
ACC 105 or ACC 222B	3	*Depends on course chosen*	Special Prog Req	C	Apply for Graduation