

Bookkeeping (BOK)

The objective of the one-year program is to prepare individuals for entry-level jobs as bookkeeping office employees, with opportunities for advancement to more responsible positions. If a student decides to continue toward a two-year degree in accounting or in other Business Department programs, many of the courses already completed may be applied toward that degree.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Bookkeeping (BOK) will be able to:

- Use a variety of accounting and business software;
- Demonstrate knowledge of accounting principles;
- Demonstrate real world experience using simulations.

Courses should be selected in consultation with an advisor.

The following microcredentials stack into the BOK Certificate Program: Basic Bookkeeping and Small Business Management.

First Semester

Course No.	Descriptive Title	Credit Hours
ENG 101	Composition I	3
ACC 100	Accounting Introductory Seminar	1
Math Elective (a)	Appendix A	3
ACC 101	Principles of Financial Accounting I	3
CIS 111	Computer Software	3
BUS 102	Introduction to Business	3
TOTAL		16

Second Semester

Course No.	Descriptive Title	Credit Hours
BHS 103, ECO 105, or American History (Appendix D)		3
ACC 102	Principles of Financial Accounting II	4
BUS 255 or BUS 210	Office Practice OR Business Communications	3
ACC 205	Computerized Accounting Applications	2
ACC 213 or ACC 241	Accounting Systems OR Income Tax Procedures	3
TOTAL		14

TOTAL CREDIT HOURS	30
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(a): MAT 109 or higher, MAT 118 recommended.