

Academic Pathway

**Bookkeeping**

Certificate of Applied Science

**Academic & Career Pathway: Accounting and Business Technology**

Student:

Advisor:

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course	Notes	Completed
<b>Semester 1</b>					
ACTG 101 Accounting Procedures I	3	Fall	*		
BGEN 105 Intro to Business	3	Fall	*	Recommended WRIT 101 or WRIT 101 taken concurrently.	
WRIT 101 College Writing	3				
M 105 Contemporary Math, M 115 Probability & Linear Mathematics, M 121 College Algebra, or STAT 216 Intro to Statistics	3			M105, M121, STAT216 are offered fall, spring, and summer semesters	
CAPP 156 Excel or CSCI 172 Intro Comp Model	3	Fall		CAPP 156 is the better preparatory course for CAPP 266 in semester 2.	
Total	15				
<b>Semester 2</b>					
ACTG 102 Accounting Procedures II	3	Spring	*		
ACTG 205 Computer Accounting	3	Spring	*	Mac computers do not work well with the software needed for this course.	
BGEN 220 Business Ethics & Social Responsibility	3				
CAPP 266 Advanced Excel	3	Spring			
PSYX 100 Intro to Psychology or SOCI 101 Intro to Sociology	3			Both courses offered fall, spring, and summer semesters.	
Total	15				

**\*Students must earn a C- or better in order to successfully complete a course.**