

**Academic Pathways Map**  
**Bookkeeping Part Time**  
**C.G.S**  
**Business and Accounting**

**Start Here**

<b>SEMESTER 1</b>		<b>CREDITS</b>	<b>MILESTONE</b>	<b>✓</b>
ACTG101	ACCOUNTING PROCEDURES I	3		
BGEN105	INTRODUCTION TO BUSINESS	3		
WRIT101	COLLEGE WRITING I	3		

**TOTAL CREDITS 9**

<b>SEMESTER 2</b>		<b>CREDITS</b>	<b>MILESTONE</b>	<b>✓</b>
ACTG102	ACCOUNTING PROCEDURES II	3		
Choose 1 of 4	M105, M115, M121, STAT216	3		

**TOTAL CREDITS 6**

<b>SEMESTER 3</b>		<b>CREDITS</b>	<b>MILESTONE</b>	<b>✓</b>
ACTG205	COMPUTERIZED ACCOUNTING	3		
CAPP156	MS EXCEL	3		
Choose 1 of 2	PSYX100, SOCI101	3		

**TOTAL CREDITS 9**

<b>SEMESTER 4</b>		<b>CREDITS</b>	<b>MILESTONE</b>	<b>✓</b>
CAPP266	ADVANCED MS EXCEL	3		
BGEN220	BUSINESS ETHICS AND SOCIAL RESPONSIBILITY	3		

**TOTAL CREDITS 6**

**You are finished!**

**Pathway Advising Notes:** The Bookkeeping CGS is a certificate that can be completed in one year. If students are part-time they should look at course options available in the summer to shorten the number of semesters, as many of the courses are offered every summer. This CGS is fully stackable into the Accounting AAS. This course sequence is important for the ACCT and CAPP sequential courses.

**Course Advising Notes:** CAPP156: Fall only course. Students will need to take CAPP 266 in the spring and it is recommended that they take 156 and 266 sequentially.

CAPP266: Spring only course.