

## LANSING COMMUNITY COLLEGE

### CURRICULUM GUIDE

Bookkeeping  
Certificate of Completion

Curriculum Code: 1292 (Effective Fall 2006 – Summer 2011)

The Bookkeeping curriculum is designed to provide students with the basic knowledge and skills necessary for entry-level positions in bookkeeping in a variety of business settings. The curriculum is designed to allow students to explore accounting as a potential career pathway and become employable upon completion of two semesters of work. Graduates will be able to perform basic accounting clerical work, under general supervision.

#### PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

#### INFORMATION

Contact the Business Department, Gannon Vocational-Technical Center, Room 190, telephone number (517) 483-1522 or Counseling and Advising Centers, Gannon Vocational-Technical Center, Room 204, telephone number (517) 483-1904.

#### REQUIREMENTS

CODE	TITLE	TOTAL: 26 CREDITS CREDIT HOURS
ACCG100	Practical Accounting for Non-Majors	3
ACCG101	Accounting Information for Management	3
ACCG160	Payroll Systems and Taxes	2
ACCG161	Accounting with QuickBooks	2
CITA110	Introduction to Microsoft Office	3
CITA126	Excel	3
MKTG119	Marketing/Managing Your Profess Image	3
OADM119	Business Document Production/MS Office	4
WRIT114	Business English	3
<b>MINIMUM TOTAL</b>		<b>26</b>

#### SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

I	II
ACCG100	ACCG101
CITA110	ACCG160
MKTG119	ACCG161
WRIT114	CITA126
	OADM119