

## LANSING COMMUNITY COLLEGE

### CURRICULUM GUIDE

Bookkeeping  
Certificate of Completion

Curriculum Code: 1292 (Effective Fall 2008 – Summer 2013)

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 Building, Room 190, telephone number (517) 483-1522 (Website: [www.lcc.edu/business/](http://www.lcc.edu/business/)) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

#### REQUIREMENTS

CODE	TITLE	TOTAL: 25 CREDITS CREDIT HOURS
ACCG 100	Practical Accounting Non-Major	3
ACCG 101	Accounting Info for Management	3
ACCG 160	Payroll Systems and Taxes	2
ACCG 161	Accounting with QuickBooks	2
CITA 119	Microsoft Word	3
CITA 110	Intro to Microsoft Office	3
CITA 126	Microsoft Excel	3
MKTG 119	Mktg/Manage Your Profess Image	3
WRIT 114	Business English	3
<b>MINIMUM TOTAL</b>		<b>25</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
ACCG 100	ACCG 101
CITA 110	ACCG 160
MKTG 119	ACCG 161
WRIT 114	CITA 119
	CITA 126