

LANSING COMMUNITY COLLEGE

Business, Economics & Management

Curriculum Code: 1292
(Effective Fall 2018 –
Summer 2023)

Bookkeeping C.C. Pathway

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.

For More Information

Contact the Business and Economics Department, Gannon Building, Room 1222, telephone number (517) 483-1522 or the Academic Advising Department, Gannon Building – StarZone, telephone number (517) 483-1904.

Semester I	Course Title	Prerequisites	Credit/Billing Hours
Program of Study Requirements			
ACCG 100	Practical Accounting Non-Major	Reading Level 4 and Math Level 4	3 / 3
CITA 119	Microsoft Word	Reading Level 4	3 / 3
MKTG 119	Mktg/Manage Your Profess Image	Reading Level 5 and Writing Level 4	3 / 3
Electives - <i>Select 1</i>			
ENGL 121	Composition I	Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently)	4 / 4
ENGL 127	Business Writing	Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently)	3 / 3
ENGL 131	Honors Composition I	Reading Level 5 and Writing Level 7	4 / 4
Credits			12-13 / 12-13

Semester II	Course Title	Prerequisites	Credit/Billing Hours
Program of Study Requirements			
ACCG 101	Accounting Info for Management	Reading Level 4 and Math Level 4	3 / 3
ACCG 160	Payroll Systems and Taxes	Reading Level 4 and Math Level 4	2 / 2
ACCG 161	Accounting with Quickbooks	Reading Level 4 and Math Level 4	2 / 2
CITA 126	Microsoft Excel	Reading Level 5	3 / 3
Credits			10 / 10
Total Credits			22-23 / 22-23