



## Bookkeeping C.C.

Curriculum Code: 1292

Effective: Fall 2020 – Summer 2025

### Description

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.

### Contact 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.

### Program of Study Required Courses

| Course Code | Course Title                   | Credit / Billing Hours |
|-------------|--------------------------------|------------------------|
| ACCG 100    | Practical Accounting Non-Major | 3 / 3                  |
| ACCG 101    | Accounting Info for Management | 3 / 3                  |
| ACCG 160    | Payroll Systems and Taxes      | 2 / 2                  |
| ACCG 161    | Accounting with Quickbooks     | 2 / 2                  |
| CITA 119    | Microsoft Word                 | 3 / 3                  |
| CITA 126    | Microsoft Excel                | 3 / 3                  |
| MKTG 119    | Mktg/Manage Your Profess Image | 3 / 3                  |

### Program of Study Required Courses, Limited Choice – *Select one*

| Course Code | Course Title         | Credit / Billing Hours |
|-------------|----------------------|------------------------|
| ENGL 121    | Composition I        | 4 / 4                  |
| ENGL 127    | Business Writing     | 3 / 3                  |
| ENGL 131    | Honors Composition I | 4 / 4                  |

### Total Credit Hours

22-23 credits / 22-23 billing hours

### Recommended Course Sequence

| Semester I     | Semester II |
|----------------|-------------|
| ACCG 100       | ACCG 101    |
| CITA 119       | ACCG 160    |
| MKTG 119       | ACCG 161    |
| Limited Choice | CITA 126    |