



Bookkeeping C.C.

Career Community: Business

Curriculum Code: 1292

Effective: Fall 2023 – Summer 2028

Purpose of Major

The Bookkeeping curriculum is designed to provide students with basic knowledge and skills necessary for entry-level positions in bookkeeping in a variety of business settings. This curriculum is designed to allow students to explore accounting as a potential career pathway and become employable upon two semesters of coursework. Graduates will be able to perform basic accounting clerical work, under general supervision. Accounting majors may complete this certificate as part of the Accounting Associate of Business degree.

Milestone

Completion of ACCG 100 with a 2.0 or higher is a key component for success in completing this program. Knowledge obtained in this course is the foundation for learning in other required courses. Students are encouraged to contact their faculty if they need additional assistance with learning the concepts presented in this course.

Contact Information

For further information, including career options, course substitutions and waivers, etc., contact the Business and Economics Department, Gannon Building, Room 1222, telephone number 517-483-1546 or the Academic Advising Department, Gannon Building – Star Zone, 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

Minimum Total Credit Hours

22 credits / 22 billing hours

Recommended Course Sequence

Semester I
ACCG 100 – Milestone course
CITA 119
MKTG 119
Limited Choice

Semester II
ACCG 101
ACCG 160
ACCG 161
CITA 126

LCC makes every effort to limit revisions to the pathways during their effective timeframe. However, the College reserves the right to update certificate and degree title changes, and make course changes as needed, without prior notice.