

LANSING COMMUNITY COLLEGE			
Business, Economics & Management			
Curriculum Code: 1292 (Effective Fall 2017 – Summer 2022)		Bookkeeping C.C. Pathway	
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 (formerly WRIT 121)	Composition I	Reading Level 5 and Writing Level 6	4 / 4
ENGL 127 (formerly WRIT 127)	Business Writing	(Reading Level 5 and Writing Level 6) or AASD 105 concurrently	3 / 3
			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