



## Bookkeeping C.C.

Curriculum Code: 1292

Effective: Fall 2021 – Summer 2026

### 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 Associate in Business, major in Accounting degree.

### Contact Information

Contact the Business and Economics Department, Gannon Building, Room 1222, telephone number 517-483-1522 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

### Total Credit Hours

22-23 credits / 22-23 billing hours

### Recommended Course Sequence

Semester I	Semester II
ACCG 100	ACCG 101
CITA 110	ACCG 160
MKTG 119	ACCG 161
Limited Choice	CITA 126