



**Bookkeeping Certificate
Program Course Requirements
2011-2012**
revised 2/16/2011

Student Name _____ **Student ID#** _____

Course #	Course Title	Credits	Lecture Hrs	Lab Hrs
REQUIRED COURSES				
___ ACCT 2011	Accounting Principles I	4	4	0
___ ACCT 2012*	Accounting Principles II	4	4	0
___ ACCT 2111*	Accounting Principles I Lab	1	0	2
___ ACCT 2112*	Accounting Principles II Lab	1	0	2
___ ACCT 2114*	Payroll Accounting	3	3	0
___ ACCT 2138*	Computerized Accounting Software	4	4	0
___ BUSN 1131	Business Math	3	3	0
	Total	20		

GRADUATION REQUIREMENT **20**

*Denotes Prerequisite

In order to receive a degree, diploma, or certificate from Central Lakes College, students must complete one-third of their credits at Central Lakes College. For programs exceeding 60 credits, a maximum of 20 semester credits must be completed at Central Lakes College.

Evaluator _____

Date _____



A COMMUNITY & TECHNICAL COLLEGE

Bookkeeping - Certificate Program Course Requirements 2011-2012

Course #	Course Title	Credits	Lecture Hrs	Lab Hrs
<u>FIRST YEAR</u>				
FALL SEMESTER				
ACCT 2011	Accounting Principles I	4	4	0
ACCT 2111*	Accounting Principles I Lab	1	4	0
BUSN 1131	Business Math	3	3	0
	Total	8		
SPRING SEMESTER				
ACCT 2012*	Accounting Principles II	4	4	0
ACCT 2112*	Accounting Principles II Lab	1	4	0
ACCT 2114*	Payroll Accounting	3	3	0
ACCT 2138*	Computerized Accounting Software	4	4	0
	Total	12		
GRADUATION REQUIREMENT		20		

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