

CERTIFICATE: PROFESSIONAL BOOKKEEPER

Division: Business, Behavioral/Social Sciences, Public & Human Services
CLA-201 (914) 606-6795

26 Credits

Curriculum Chair

Professor Carolyn Christesen

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CLA-8

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Reviewed By: _____

Date: _____

Approved By Chairperson/Dean:

Course #	SEMESTER 1	Credits	✓
ACC 117	Introduction to Financial Calculations	3	
ACC 118	Fundamental Accounting Principles	4	
OFTEC 240	Business Communications	3	
CIS 110	Computer Information Systems	3	

Course #	SEMESTER 2	Credits	✓
ACC 122	Payroll Accounting	3	
ACC 132	Federal Income Tax	4	
MGT 101	Business Organization and Management	3	
ACC 200	Computer Accounting with QuickBooks	3	

NOTES:

Math competency is needed to perform well in the Professional Bookkeeper Certificate curriculum.