

Certificate: Professional Bookkeeper

Curriculum Chair: Professor Carolyn Christesen **Location:** CLA-8 **Telephone:** (914) 606-6876

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ADVISOR NAME:

Developmental Courses as required based on placement scores	
<input type="checkbox"/>	No Developmental Courses Required
<input type="checkbox"/>	ENG 91 Writing for College 1 – Score of 4 E Code 1 and below
<input type="checkbox"/>	ENG 92 Writing for College 2 – Score of 6 E Code 2
<input type="checkbox"/>	ESL 94 Academic Writing 1 – Score of 5 or 6 E Code 6
<input type="checkbox"/>	ESL 122 Academic Writing 2 (3 credits) – Score of 7 E Code 7
<input type="checkbox"/>	MATH 92 Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below
<input type="checkbox"/>	MATH 93 Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below OR MATH 94 Math Literacy – Arithmetic score 45 and above, Elementary Algebra 54 and below
<input type="checkbox"/>	READ 93 Foundation of College Reading – Score of 57 and below
<input type="checkbox"/>	READ 105 Analytical Reading (3 credits) – Score of 58 and higher

Program of Study	
<input type="checkbox"/>	ACC 117 – Introduction to Financial Calculations: Math placement test score of 55, or completion of course MATH 93; AND Reading placement test core of 80, or completion of course READ 93.
<input type="checkbox"/>	ACC 118 – Fundamental Accounting Principles; Math placement test score of 55, or completion of course MATH 93; AND Reading placement test core of 80, or completion of course READ 93.
<input type="checkbox"/>	ACC 200 – Computer Accounting with QuickBooks: ACC 119 is the prerequisite.
<input type="checkbox"/>	ACC 132 – Federal Income Tax: MATH 92 is the prerequisite.
<input type="checkbox"/>	OFTEC 240 – Business Communications
<input type="checkbox"/>	MGT 101 – Business Organization and Management
<input type="checkbox"/>	CIS 110 – Computer Information Systems: It is strongly recommended that students with minimal computer experience take OFTEC 110 before this course.
<input type="checkbox"/>	ACC 121 – Payroll Accounting: ACC 117 and 118 may be pre or co-requisites.

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