

Certificate: Professional Bookkeeper

Curriculum Chair: Prof. Carolyn Christesen CLA-8 Tel # (914) 606-6876 Email: Carolyn.Christesen@sunywcc.edu

Associate Dean: Jeffrey Conte CLA-201 Tel# (914) 606-6795 Email: Jeffrey.Conte@sunywcc.edu

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
3 <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
3 <input type="checkbox"/>	READ 105 Analytical Reading (3 credits) – Score of 58 and higher

Program of Study

3 <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 score of 80, or completion of course READ 93. Choose an item.
4 <input type="checkbox"/>	ACC 119 – Financial Accounting: MATH 93 is the prerequisite. Choose an item.
3 <input type="checkbox"/>	ACC 200 – Computer Accounting with QuickBooks: ACC 118 or ACC 119 are the prerequisites. Choose an item.
4 <input type="checkbox"/>	ACC 132 – Federal Income Tax: MATH 92 is the prerequisite. Choose an item.
3 <input type="checkbox"/>	OFTEC 240 – Business Communications Choose an item.
3 <input type="checkbox"/>	MGT 101 – Business Organization and Management Or ACC 140 – Bookkeeper Capstone Choose an item.
3 <input type="checkbox"/>	CIS 110 – Computer Information Systems: It is strongly recommended that students with minimal computer experience take OFTEC 110 before this course. Choose an item.
3 <input type="checkbox"/>	ACC 121 – Payroll Accounting: ACC 117 and 118 may be pre or co-requisites. Choose an item.

SEEN BY:

Completed credits

of 26 required

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

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Academic Plan		Completed credits of 26 required			
		Fall		Spring	
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>
		ACC 117 – Introduction to Financial Calculations	3 <input type="checkbox"/>	ACC 121 – Payroll Accounting	3 <input type="checkbox"/>
		ACC 119 – Financial Accounting	4 <input type="checkbox"/>	ACC 132 – Federal Income Tax	4 <input type="checkbox"/>
		OFTEC 240 – Business Communications	3 <input type="checkbox"/>	MGT 101 – Business Organization and Management or ACC 140 – Bookkeeper Capstone	3 <input type="checkbox"/>
		CIS 110 – Computer Information Systems	3 <input type="checkbox"/>	ACC 200 – Computer Accounting with QuickBooks	3 <input type="checkbox"/>