

# Certificate: Professional Bookkeeper

**Curriculum Chair:** Prof. Doris Warmflash CLA-40 Tel # (914) 606-8516 Email: [Doris.Warmflash@sunywcc.edu](mailto:Doris.Warmflash@sunywcc.edu)

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## Developmental Courses as required based on placement scores

<input type="checkbox"/>	<b>ENG 91</b> Writing for College 1 – Score of 4 E Code 1 and below, <b>30.01</b> Choose an item.
<input type="checkbox"/>	<b>ENG 92</b> Writing for College 2 – Score of 6 E Code 2, <b>30.02</b> Choose an item.
<input type="checkbox"/>	<b>ENG 99</b> Writing Studio with linked ENG 101+ - Score of 6 E Code 2, <b>30.02</b> OR successful completion of ENG 91
<input type="checkbox"/>	<b>ESL 94</b> Academic Writing 1 – Score of 5 or 6 E Code 6, <b>20.01</b> .
3 <input type="checkbox"/>	<b>ESL 122</b> Academic Writing 2 – Score of 7 E Code 7, <b>21.01</b>
<input type="checkbox"/>	<b>MATH 92</b> Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below, <b>40.01</b> Choose an
OR <input type="checkbox"/>	<b>MATH 93</b> Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below, <b>40.02</b> Choose an item.
	<b>MATH 94</b> Foundations of Mathematical Reasoning – Arithmetic score 45 and above, Elementary Algebra 54 and below, <b>40.02</b> Choose an item.
<input type="checkbox"/>	<b>READ 93</b> Foundation of College Reading – Score of 57 and below, <b>10.01</b> Choose an item.
3 <input type="checkbox"/>	<b>READ 105</b> Analytical Reading – Score of 58 and higher <b>11.01</b> Choose an item.

## Program of Study

3 <input type="checkbox"/>	<b>ACC 117</b> – Introduction to Financial Calculations: <b>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.</b> Choose an item.
4 <input type="checkbox"/>	<b>ACC 119</b> – Financial Accounting; <b>Prerequisite: MATH 93.</b> Choose an item.
4 <input type="checkbox"/>	<b>ACC 200</b> – Computer Accounting with QuickBooks: <b>ACC 118 or ACC 119 are the prerequisites.</b> Choose an item.
4 <input type="checkbox"/>	<b>ACC 132</b> – Federal Income Tax: <b>MATH 92 is the prerequisite.</b> Choose an item.
3 <input type="checkbox"/>	<b>OFTEC 240</b> – Business Communications Choose an item.
3 <input type="checkbox"/>	<b>MGT 101</b> – Business Organization and Management
	<b>OR</b> <b>ACC 140</b> – Bookkeeper Capstone <b>Prerequisite: ACC 118 – Fundamental Accounting Principles or ACC 119 – Financial Accounting</b>
3 <input type="checkbox"/>	<b>CIS 110</b> – Computer Information Systems: <b>It is strongly recommended that students with minimal computer experience take OFTEC 110 before this course.</b> Choose an item.
3 <input type="checkbox"/>	<b>ACC 121</b> – Payroll Accounting: <b>ACC 117 and 118 may be pre or co-requisites.</b> 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
		<b>Fall/Spring</b>		<b>Fall/Spring</b>		
<u><b>Class</b></u>	<u><b>Credits</b></u>	<u><b>Class</b></u>	<u><b>Credits</b></u>	<u><b>Class</b></u>	<u><b>Credits</b></u>	
<b>Fall/Spring</b>		<b>Fall/Spring</b>				
<u><b>Class</b></u>	<u><b>Credits</b></u>	<u><b>Class</b></u>	<u><b>Credits</b></u>	<u><b>Class</b></u>	<u><b>Credits</b></u>	