

**Northern Virginia Community College 2007-2008 Catalog****BOOKKEEPING**

## Certificate

**AL, AN, LO, MA, WO, ELI\***

*Purpose:* The one-year certificate program is designed to provide the student with sufficient knowledge to keep a simple set of accounting books and/or to qualify for entry-level positions in bookkeeping and accounting.

*Recommended Preparation:* The student should possess a proficiency in high school English and a good background in basic arithmetic operations.

\* Graduation requirements are certified by a faculty advisor at a campus offering this major.

<b>One Year</b>		<b>Credits</b>
<b>1st Semester</b>		
ACC	211 Principles of Accounting I	3
<sup>1</sup> AST	101 Keyboarding I	3
BUS	100 Introduction to Business	3
ENG	111 College Composition I	3
MTH	151 Mathematics for Liberal Arts I	3
SDV	Elective	<u>1</u>
<b>Total</b>		<b>16</b>
<b>2nd Semester</b>		
ACC	212 Principles of Accounting II	3
ACC	215 Computerized Accounting	3
BUS	125 Applied Business Mathematics	3
ITE	115 Intro. to Computer Appl. & Concepts	3
<sup>2</sup> —	Social Science Elective	<u>3</u>
<b>Total</b>		<b>15</b>

**Total credits for the Bookkeeping Certificate = 31.**

<sup>1</sup> Any IT course that is not already required may be substituted for AST 101.

<sup>2</sup> The social science elective may be selected from the economics, geography, history, political science, psychology, or sociology (includes anthropology) courses listed on page 54.