

Northern Virginia Community College 2009-2010 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.

One Year		Credits
1st Semester		
ACC	211 Principles of Accounting I	3
¹ 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>
Total		16
2nd Semester		
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
² —	Social Science Elective	<u>3</u>
Total		15

Total credits for the Bookkeeping Certificate = 31

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

² The social science elective may be selected from the social/behavioral sciences courses listed under General Education Electives.