

GREENVILLE TECHNICAL COLLEGE

Information Technology Department

Certificate in Business

Major in Bookkeeping (CB.BOK7)

Effective Summer Term, 2008

Student's Name: _____ Datatel ID: _____

Advisor: _____ Dept. Head Approval: _____

Program Pre-Requisites:

Name of Course	Course	Prerequisites	Term	Grade	Credit
First Term					
Accounting Principles I	ACC 101	Prerequisites: Placement into ENG 101 and MAT 155			3
Personal Finance	BAF 101	Prerequisites: Placement into ENG 100 and MAT 155			3
Intro to Computers	CPT 101	Prerequisites: Placement into MAT 101, MAT 155, MAT 170 or higher or completion of MAT 032 ; placement into RDG 100			3
Keyboarding Lab I	AOT 106	Prerequisite: AOT 101 or keyboarding skills			1
Keyboarding	AOT 105	Prerequisite: AOT 101 or keyboarding skills Pre- or Co-requisite: AOT 106			3
Office Communications	AOT 134	Prerequisite: Placement into ENG 101			3
Second Term					
Accounting Principles II	ACC 102	Prerequisite: ACC 101			3
Payroll Accounting	ACC 150	Prerequisite: ACC 101			3
Office Math Applications	AOT 145	Prerequisites: Successful completion of MAT 101, MAT 155, MAT 170 or higher			3
Admin. Office Communications	AOT 234	Prerequisites: AOT 105, AOT 106, AOT 134, CPT 101			3
Third Term					
Accounting Applications	ACC 245	Prerequisites: ACC 102 or ACC 115, and CPT 101			3
Integrated Accounting Software	ACC 246	Prerequisites: ACC 101 and CPT 101			3
Advanced Microcomputer Applications	CPT 270	Prerequisites: CPT 101 (must be completed within the past five years or validated via examination)			3
Office Systems and Procedures	AOT 143	Prerequisites: CPT 101, AOT 105, AOT 106, AOT 234			3

TOTAL HOURS REQUIRED FOR THE PROGRAM

40