

New River Community & Technical College  
 Certificate of Applied Science  
**Bookkeeping (CAS)**  
 2017-2018 Catalog

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

		First Semester			
Course	Title	Credits	Grade	Qual. Pts.	
ACCT 201	Principles of Accounting 1	3	_____	_____	
ENGL 101	Composition	3	_____	_____	
BUSN 245	Microsoft Excel	3	_____	_____	
	<b>Restricted Math Elective, choose from</b>	3	_____	_____	
MATH101	General Mathematics				
	<b>Restricted Accounting Elective, choose from</b>	3	_____	_____	
COSC 101	Microsoft Office Applications				
	or				
BUSN 130	Microsoft Word & PowerPoint				
	Total Hours	15			
		Second Semester			
ACCT 202	Principles of Accounting II	3	_____	_____	
ACCT 250	Federal Income Taxes	3	_____	_____	
ACCT 270	Advanced Computer App	3	_____	_____	
BUSN 210	Business Law & Legal Environment	3	_____	_____	
ACCT 255	Certified Bookkeeper Preparation	3	_____	_____	
	Total Hours	15			
	Total Program Hours	30			

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date