

New River Community & Technical College  
 Certificate of Applied Science  
**Bookkeeping (CAS)**  
 2018-2019 Catalog

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

Course	Title	Credits	Grade	Qual. Pts.
First Semester				
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			
	or			
MATH 109	Algebra			
	<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