

New River Community & Technical College
 Certificate of Applied Science
Bookkeeping (CAS)
 2019-2020 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	_____	_____
	Restricted Math Elective, choose from	3	_____	_____
MATH101	General Mathematics			
	or			
MATH 109	Algebra			
	Restricted Accounting Elective, choose from	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