

New River Community & Technical College
 Certificate of Applied Science
Bookkeeping (CAS)
 2021-2022 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	_____	_____	
	Restricted Math Elective, choose from	3	_____	_____	
MATH101	Quantitative Reasoning				
	or				
MATH 109	College 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