Navajo Technical University

Name: _____ ID#:_____

Certificate - Bookkeeping Requirements 33 Credits

The Accounting Program offers the Certificate in Bookkeeping. A Bookkeeping Certificate, will enable students to find suitable entry-level employment as a bookkeeper in general office employment. Students have the option of continuing to earn an AAS degree in Accounting.

GENERAL EDUCATION REQUIREMENTS		**Credits**	**Prerequisite**	**Semester/Transfer**	**Grade**
ENG 105	Applied Technical Writing	3	ENG098		
MTH 113	Technical Mathematics II	3	MTH098		
NAVXXX	Dine Studies Course	3			
CMP101	Introduction to Computers	3			
BOOKKEEPING CORE COURSES					
Semester ONE		**Credits**			
ACG 101	Accounting Principles I	3			
ACG 114	Spreadsheet Accounting I	3			
ADM 114	Business Mathematics and Calculators	3	2nd Semester Student		
ECN 111	Introduction to Economics	3			
Semester TWO					
ACG 111	Accounting Principles II	3	ACG101		
ACG 112	Income Tax I	3			
ACG 113	Accounting Applications	3	ACG111		
TOTAL REQUIRED CREDIT HOURS		33			

*** Please check course descriptions for the appropriate prerequisite course(s).*

	Signatures	Date
Student:		
Advisor:		
Registrar:		
Graduation Date:		