



## Bookkeeping Operations Certificate

### This Program Map is Part of the **Business Pathway**

This Program Map is for students who plan to earn a Bookkeeping Operations Certificate at Polk State College. Credits earned as part of this certificate count toward the AS in Accounting Technology. Students may pursue and earn this certificate while working on the AS degree. This Program Map is intended to serve as a guide, and students should always meet with their Student Success Advisor to develop a personalized Educational Plan.

#### Program Map for Students

Term	Course ID	Course Title	Credits
<b>Term 1</b>	ACG 2001	Principles of Financial Accounting I	3 Credits
	CGS 1510	Spreadsheet Fundamentals	3 Credits
	ACG 2450	Introduction to Accounting Software	3 Credits
<b>Term 2</b>	ACG 2011	Principles of Financial Accounting II	3 Credits
	APA 2135	Bookkeeping I	3 Credits
	APA 2136	Bookkeeping II	3 Credits

**Total Required Program Credit Hours: 18**

#### A Few Notes:

1. Students must meet all graduation requirements. To learn more about graduation requirements, [please refer to the College Catalog](#).

Program: 68040 - 2019-2020 Catalog Year



## Additional Information

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### **Career Coach**

Are you interested in learning more about the careers this program will prepare you for? If so, check out Career Coach. Career Coach provides information on job openings, wages, education requirements, required skills, and job postings. You can even complete a career assessment to find careers that match your interests. To learn more about the careers that this program will prepare you for, [please visit Career Coach](#).

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### **Polk State Pathways**

Interested in exploring Program Maps for other programs and transfer intents at Polk State? Visit [www.polk.edu/program-maps](http://www.polk.edu/program-maps) to view additional Pathways and Program Maps.

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