



Bookkeeping Operations Certificate

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

This Program Map is for students who plan to earn a Credit Certificate in Bookkeeping Operations 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
Term 1	CGS 1100	Computer Applications for Business	3 Credits
	ACG 2021	Principles of Financial Accounting	3 Credits
Term 2	APA 2135	Bookkeeping I	3 Credits
	APA 2136	Bookkeeping II	3 Credits
	CGS 1510	Spreadsheet Fundamentals	3 Credits
Term 3	ACG 2450	Introduction to Accounting Software	3 Credits

Total Required Program Credit Hours: 18

Note:

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

Program: 68040 – **2024-2025 Catalog Year (tentative)**

Additional Information

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](#).

Polk State Pathways

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

