

**Southwest Virginia Community College**  
**Business, Engineering, Industrial Technology, and**  
**Workforce Solutions Division**



<http://www.sw.edu/beit/>

---

**Career Studies Certificate Program**

**2019-2020 Certificate Completion Plan**

Major: Bookkeeping

---

**First Semester (13 Credits)**

		<b>Credits</b>	<b>Semester</b>	<b>Grade</b>
ACC 211	Principles of Accounting I	4	_____	_____
ACC 261	Principles of Taxation I	3	_____	_____
ITE 115	Intro to Computer Applications & Concepts	3	_____	_____
ITE 140	Spreadsheet Software	3	_____	_____

**Second Semester (13 Credits)**

		<b>Credits</b>	<b>Semester</b>	<b>Grade</b>
ACC 212	Principles of Accounting II	4	_____	_____
ACC 215	Computerized Accounting	3	_____	_____
BUS 236	Communication in Management	3	_____	_____
ACC 124	Payroll Accounting	3	_____	_____

**Total Hours**                                 **26**

**For additional information:**

**Phone: 276.964.7277**

**Fax: 276.964.7285**

**Email: [beit@sw.edu](mailto:beit@sw.edu)**

**Revision Date: 5/9/17**

**Effective Catalog Term: Summer 2017**