

Small Business Operations Bookkeeper (MSBM)

Catalog: 2024-2025

Effective Date: 9/01/2024

CR	COURSE	COURSE TITLE	PREREQUISITE
3	BUS 146	Financial Accounting	
3	BUS 156	QuickBooks Microcomputer Applications	BUS 146 w/ C or better
3	BUS 231	Advanced Bookkeeping Applications	BUS 146 w/C or better
3	BUS 261	Principles of Human Resource Management	
12	Minimum credits required to complete		
EXAM	Optional, National Certified Bookkeepers (NCB) exam and QuickBooks certification exam		
GPA	2.0 Combined		