

- PUBLIC  
 INDEPENDENT



DEPARTMENT OF  
 HIGHER EDUCATION &  
 WORKFORCE DEVELOPMENT

- SAVE  
 SUBMIT  
 ATTACH  
 SHOW ATTACHMENTS

PROGRAM CHANGE REQUEST FOR STAFF REVIEW

- Title or CIP change only  
 Combination program created out of closely allied existing programs  
 Option(s) added to existing program(s) \*attach copy of "before and after" curriculum, plus any existing and proposed options  
 Addition of certificate program developed from approved existing parent degree  
 Addition of free-standing single-semester certificate program  
 Add or change mode of delivery: classroom, hybrid, and online (indicate before and after modes in table below)

Before the Proposed Change			After the Proposed Change		
Title of Old Program/Certificate	Degree	CIP Code	Title of New Program/Certificate	Degree	CIP Code
			Bookkeeping Certificate CO	AAS Accounting	52.0302

- Delete program(s)  
 Delete options  
 Program placed on "Inactive Status" list

Program/Certificate/Option                      Degree and CIP Code                      Intended Date of Deletion/Inactivation

MM/YY

Change of address: \_\_\_\_\_

Closed location: \_\_\_\_\_

List sites where changes on this form should be applied (such as main campus, all off-site locations, etc.)

Tammie B. May, Executive D Tammie B. May 1/29/2021

Name/Title of Institutional Officer

Signature

Date

Institution Metropolitan Community College

## Business, Management & Technology

### Accounting

#### Bookkeeping Certificate

NEW (Fall 2021)

ACCT 101	Accounting Principles I	3		
ACCT 104	Payroll Accounting	3		Prerequisite ACCT 101 (with a C or better)
ACCT 140	Individual Income Tax, <i>OR</i>	3		Prerequisite ACCT 101 (with a C or better)
ACCT 142	Individual Income Tax w/VITA			Prerequisite ACCT 101 (with a C or better)
ACCT 153	Computerized Accounting	3		Prerequisite ACCT 101 (with a C or better)
ACCT 155	Accounting Using Spreadsheets	3		Prerequisite ACCT 101 (with a C or better)
MATH 100	Mathematics for Business, <i>OR</i>	3		
MATH 115	Statistics, <i>OR Higher</i>			
<b>Total Credit Hours Required</b>		<b>18</b>		