



[Catalog 2025- 2026]

Bookkeeping/Payroll Specialist (Certificate of Achievement) | Major Code 02143

This sample course map is an example of one way to complete this certificate program. It does not represent a contract or guarantee of course availability, nor does it replace meeting with a [Counselor](#) to discuss your goals and create a custom [Student Education Plan](#) designed to fit your unique needs.

1st Semester Recommendation:

Course	Course Title	Units
ENGL C1000	Academic Reading and Writing	4
ACCT 7	Basic Business Bookkeeping	3
CIS 101	Introduction to Business Information Systems	4
BUS 183	Business Mathematics	3

Total semester units: 14 Units

2nd Semester Recommendation:

Course	Course Title	Units
^BUS 212	Business Communication	3
ACCT 8	Payroll	4
ACCT 12	Computerized Accounting	3
ACCT 101	Principles of Accounting I	4
CIS 133	Advanced Microcomputer Spreadsheets Software	1

Total semester units: 15 Units

3rd Semester Recommendation:

Course	Course Title	Units

Total semester units: 0 Units

4th Semester Recommendation:

Course	Course Title	Units

Total semester units: 0 Units

Total Program Units: 29 Units

Disclaimers:

- This program map is designed with Fall as a first semester; however, this is not required. [Schedule a Counseling appointment](#) to develop a comprehensive student education to achieve your goal.
- **Catalog Rights:** *[Excerpt from 2025-2026 Southwestern College Catalog]*
A student's catalog rights are established at the time of entrance and completion of a course at Southwestern College.
- **Continuous Enrollment:** *[Excerpt from 2025-2026 Southwestern College Catalog]*
Continuous enrollment is defined as completion of a course during at least one semester or two quarters in a calendar year, including summer session. Completing a course is defined as receiving a grade of A, B, C, D, F, I, Pass (P), or No Pass (NP). Receiving a grade of "W", "EW" or "MW" will not satisfy the requirements for completing a course. The grade of "EW" or "MW" does not disqualify a student from continuous enrollment.

USE: Certificates of Proficiency, Certificate of Achievement