

## Prerequisite Requirements for Continuing Studies Professional Bookkeeper Courses

Professional Bookkeeper Courses	Required Prerequisites - Minimum C+ (65%)
Bookkeeping – Level 1 (ADMN 1021)	None
Bookkeeping – Level 2 (ADMN 2001)	Bookkeeping – Level 1 (ADMN 1021) or equivalent
Business Communications (GBSC 1004)	None
Microsoft Office (BSAD 1029)	None
Sage 300-1 ACCPAC 1 (CSFW 1004)	Bookkeeping – Level 1 (ADMN 1021) or equivalent
Sage 300-2 ACCPAC 2 (CSFW 2011)	Sage 300-1 (CSFW 1004) or equivalent
QuickBooks 1 (CSFW 1030)	Bookkeeping – Level 1 (ADMN 1021) or equivalent
QuickBooks 2 (CSFW 2030)	QuickBooks 1 (CSFW 1030) or equivalent
Sage 50-1 Simply Accounting 1 (CSFW 1000)	Bookkeeping – Level 1 (ADMN 1021) or equivalent
Sage 50-2 Simply Accounting 2 (CSFW 2001)	Sage 50-1 (CSFW 1000) or equivalent
Income Tax for Bookkeepers (BSAD 1093)	Bookkeeping – Level 2 (ADMN 2001) or equivalent
Payroll Administration (BSAD 1095)	Bookkeeping – Level 2 (ADMN 2001) or equivalent
Cost Management for Bookkeepers (BSAD 1094)	Bookkeeping – Level 2 (ADMN 2001) or equivalent