



## Bookkeeping/Accounting Office Management

Certificate-  
30 Credit  
Hours

This degree map provides a guide to completing a certificate program or degree at Independence Community College. Completion is subject to prerequisite requirements and availability of the programs/courses.

First Semester	Credits	SGE	Completed
Financial Accounting (ACC 1043)	3	050	
Computer Concepts & Applications (CIT 1003)	3	070	
Human Relations in Business (MDM1033)	3		
Principles of Management (BUS2003)	3		
Introduction to Spreadsheets (CIT1204)	4		
<b>Semester Total</b>	<b>16</b>		

Second Semester	Credits	SGE	Completed
Computerized Accounting (ACC 1033)	3		
Payroll Accounting (ACC 1023)	3		
Advanced Spreadsheets (CIT 1212)	2		
Introduction to Business (BUS 1093)	3	070	
Business Communications (BUS 2013)	3		
<b>Semester Total</b>	<b>14</b>		

\*Students placing into co-requisite course will also enroll in 2 credit hour supplemental course

\*\* Students placing into co-requisite course will also enroll in 2 credit hour supplemental course

2025-2026 Catalog

<b>Communication Elective (SGE020)</b>	
<b>Course</b>	<b>Credits</b>
Public Speaking (COM 1203)	3
Interpersonal Communications (COM 1233)	3
<b>Math &amp; Statistics Elective (SGE030)</b>	
<b>Course</b>	<b>Credits</b>
College Algebra (MAT 1023)	3
Contemporary Math (MAT 1123)	3
Elementary Statistics (MAT 1103)	3
Analytic Geometry & Calculus I (MAT 1055)	5
Calculus II (MAT 2025)	5
Business Calculus (MAT 2025)	3
Plane Trigonometry (MAT 1093)	3
<b>Natural &amp; Physical Science Elective (SGE040)</b>	
<b>Course</b>	<b>Credits</b>
General Biology (BIO 1005)	5
Chemistry for Non-Majors (PHS 1015)	5
Descriptive Astronomy (PHS 1085)	5
Physical Science (PHS 1005)	5
Biology I (BIO 1115)	5
Biology II (BIO 2125)	5
Chemistry I for Majors (PHS 1025)	5
Chemistry II for Majors (PHS 1035)	5
College Physics I (PHS 1055)	5
College Physics II (PHS 1065)	5
Anatomy and Physiology (BIO 2045)	5
Anatomy and Physiology (BIO 2205)	5
Anatomy and Physiology II (BIO 2215)	5
Introduction to Organic Chemistry and BioChemistry (PHS 2075)	5
Microbiology (BIO2055)	5
Organic Chemistry I (PHS 2035)	5
Organic Chemistry II (PHS 2045)	5
Engineering Physics I (PHS 2055)	5
Engineering Physics II (PHS 2065)	5
Environmental Biology (BIO 2035)	5

<b>Social &amp; Behavioral Science Elective (SGE040)</b>	
<b>Course</b>	<b>Credits</b>
World Regional Geography (GEO 2013)	3
Intro to Race & Ethnic Relations (SOC 2113)	3
General Psychology (BEH 1003)	3
Developmental Psychology (BEH 2003)	3
Intro to Sociology (SOC 1003)	3
American Government (POL 1023)	3
Microeconomics (BUS 2023)	3
Macroeconomics (BUS 2033)	3
Social Problems (SOC 2023)	3
Introduction to Political Science (POL 1013)	3
Financial Accounting (ACC 1043)	3
Introduction to Business (BUS 1093)	3
Personal Finance (BUS 1003)	3
Sociology of Family (SOC1013)	3
<b>Arts &amp; Humanities Elective Options (SGE050)</b>	
<b>Course</b>	<b>Credits</b>
Art Appreciation (ART 1043)	3
Theatre Appreciation (THR 1023)	3
Music Appreciation (MUE 1303)	3
Ethics (PHI 1073)	3
World History I (HIS 1003)	3
World History II (HIS 1013)	3
U.S. History I (HIS 1023)	3
U.S. History II (HIS 1063)	3
Intro to Philosophy (PHI 2003)	3
Intro to Literature (ENG 1073)	3
Logic and Classical Reasoning (PHI 2073)	3
Ceramics (ART 2023)	3
Painting I (ART 1033)	3
Creative Writing (ENG 2023)	3
Acting I (THR 1023)	3
Stagecraft (THR 1033)	3
Basic Drawing I (ART 1023)	3
Music Theory I (MUE 1093)	3
Intro to Mass Communications (COM 1033)	3
New Testament History (REL 1013)	3
2D Design ART 1003)	3
World Religion (REL 1053)	3
Spanish I (FRL 1025)	5

<b>Institutionally Designated Elective Options (SGE070)</b>	
<b>Course</b>	<b>Credits</b>
Personal Finance (BUS 1003)	3
Social Problems (SOC 2023)	3
Intro to Race & Ethnic Relations (SOC 2113)	3
Computer Concepts & Applications (CIT 1003)	3
World Religions (REL 1053)	3
Creative Writing (ENG 2023)	3
African American History (HIS 1163)	3
American Literature I (ENG 1083)	3
American Literature II (ENG 2113)	3
British Literature I (ENG 2123)	3
British Literature II (ENG 2133)	3
Introduction to Leadership (MDM 1303)	3
Introduction to Business (BUS 1093)	3
Anthropology (SOC 1023)	3
Spanish I (FRL 1025)	5
Spanish II (FRL 1035)	5
New Testament History (REL 1013)	3
World Religions (REL 1053)	3
Topics in Literature (ENG 2153)	3
Nutrition (BIO 2053)	3
Personal and Community Health (HPR 1053)	3
Drugs and Behavior (BEH 2043)	3
Introduction to Literature (ENG 1073)	3
Introduction to Dramatic Literature (ENG 2043)	3
Principles of Management (BUS 2003)	3
World Literature (ENG2163)	3

<b>System General Education (SGE) Key</b>		
010	English	6 hours
020	Communications	3 hours
030	Math & Statistics	3 hours
040	Natural & Physical Science	4-5 hours
050	Social & Behavioral Science	6 hours
060	Arts & Humanities	6 hours
070	ICC designated	6 hours

<b>Advising Notes</b>
1. Students must pass English Composition I with a "C" or better to enter English Composition II.
2. Students must enroll in the co-requisite class for English Composition I or College Algebra if their test scores and high school GPA indicate the additional support would be beneficial to student success.
3. To be eligible to graduate students must have a 2.0 cumulative GPA