



Ana G. Méndez University System - Recinto Cupey
School for Technical Programs
Program Title: Bookkeeping and Accounting Technology
Credential Issued: Diploma
Requirements: 36 credits

Core Professional Courses (36 credits)

Course Number	Course Title	Credit Hours	Credits
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
ENGL 103-O or SPAN 103-O	Introductory English Language Course Basic Level II or Introducción a la Lengua Española II	3	
MATH 101-O	Mathematical Reasoning I	3	
COIS 111 -O	Software Applications for Business Administration	3	
MANC 101-O	Introduction to Business	3	
MANC 125-O	Business Ethics	3	
MANC 126-O	Business Communication	3	
FINA 101-O	Principles in Finance Accounting	3	
ACCO 101-O	Principle of Managerial Accounting	3	
ACCO 110-O	Computer System Applied to Accounting I	3	
ACCO 111-O	Computer System Applied to Accounting II	3	
MANC 127-O	Reconciliation and Auditing	3	

Total 36

This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 3/2019