



Certificate
BOOKKEEPER

This program will prepare you for entry-level positions as a Bookkeeper. Typical work settings might include working alone for a small business or perhaps, working under the direction of a full-charge bookkeeper or an accountant in a larger business or organization.

GENERAL EDUCATION (6)	COMPLETED	PLANNED TIMELINE (By Semester)
<u>Communications (3)</u>		
ENG 109N Basic English II (3) <i>Pre-requisite: ENG 108 or adequate score on the Course Placement Evaluation</i>	_____	_____
<u>Mathematics (3)</u>		
BA 117 Business Math (3)		
HEALTH, PHYSICAL EDUCATION & RECREATION (1)		
Elective (1) _____	_____	_____
PROGRAM REQUIREMENTS (15)		
BA 200 Business Computer Applications (3)	_____	_____
BA 225 Excel (3)	_____	_____
BA 221 Accounting Principles I (3) <i>Pre-requisite: OA 135</i>	_____	_____
BA 236 Computerized Accounting (3) <i>Pre-requisite: BA 221</i>	_____	_____
BA 250 Business Communications (3) <i>Pre-requisite: ENG 111</i>	_____	_____

Total Credit Hours 22

Educational Planning Form (Semester)

Name _____

Date _____

Major _____

Student ID _____

Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units

Advisor's Signature _____

Student Signature _____