



**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)**

**Communications (3)**

ENG 109N Basic English II (3)

*Pre-requisite: ENG 108 or adequate score on the Course Placement Evaluation*

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**Mathematics (3)**

BA 117 Business Math (3)

**HEALTH, PHYSICAL EDUCATION & RECREATION (1)**

Elective (1) \_\_\_\_\_

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**PROGRAM REQUIREMENTS (15)**

BCIS 200 Business Computer Applications (3)

BCIS 225 Excel (3)

BA 221 Accounting Principles I (3)

*Pre-requisite: OA 135*

BA 236 Computerized Accounting (3)

*Pre-requisite: BA 221*

BA 250 Business Communications (3)

*Pre-requisite: ENG 111*

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**Total Credit Hours 22**

**Educational Planning Form (Semester)**

Fall Semester	Spring Semester	Summer
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>

