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)**

**Communications (3)**
- **ENG 109N Basic English II (3)**
  Pre-requisite: ENG 108 or adequate score on the Course Placement Evaluation

**Mathematics (3)**
- **BA 117 Business Math (3)**

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

**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

Total Credit Hours 22

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**Educational Planning Form (Semester)**

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