

Certificate BOOKKEEPER

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

GENERAL EDUCATION (7 CR)

Communications (4 cr)

ENG 109N Basic Composition II or higher-level course (4)

Mathematics (3 cr)

OA 117 Business Math (3)

Health, Physical Education & Recreation (1 cr) Elective

(1)

PROGRAM REQUIREMENTS (15 CR)

BCIS 200 Business Computer Applications (3)

BCIS 225 Excel (3)

BA 221 Accounting Principles I (3)

BA 236 Computerized Accounting (3)

BA 250 Business Communications (3)

TOTAL CREDITS: 23