



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 CRS)

Communications (3)

ENG 109N Basic English II or a higher level course (3)

Mathematics (3)

BA 117 Business Math (3)

Health, Physical Education & Recreation (1 cr)

Elective (1)

PROGRAM REQUIREMENTS (15 CRS)

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 22