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## Certificate

### BOOKKEEPER 2012-2014

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**