



<b>DEGREE SHEET / 2016-2017 CATALOG</b>		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p><b>College of Business Administration</b>  <b>Certificate Bookkeeper</b></p> <p>The program provides cosmetologists/barbers you with the courses required by the New Mexico Board of Barbers and Cosmetology for licensure (63 credit hours, 1600clock hours for cosmetologists and 48 credit hours, 1200 clock hours for barbers). It also expands these skills with the addition of General Education courses. These are not transfer programs</p>		
<b>GENERAL EDUCATION REQUIREMENTS (7 CR)</b>	<b>SEMESTER</b>	<b>GRADE</b>
<b>AREA I: COMMUNICATIONS (4 CR)</b>		
ENG 109N Basic Composition II (4) or a higher level course.		
<b>AREA II &amp; AREA III: MATHEMATICS/COMPUTERS/ LABORATORY SCIENCES (4 CR)</b>		
OA 117 Business Math (3)		
Health, Physical Education & Recreation Elective (1)		
<b>PROGRAM REQUIREMENTS (15 CR)</b>		
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)		
<b>TOTAL 23 CR</b>		
<b>ADVISOR APPROVAL</b>	<b>DATE</b>	

SUGGESTED SEQUENCE OF COURSES

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**First Semester (14 crs)**

- ENG 109N Basic Composition II or higher-level course (4)
- OA 117 Business Math (3)
- BCIS 200 Business Computer Applications (3)
- BCIS 225 Excel (3)
- HPER Elective (1)

**Second Semester (9 crs)**

- BA 221 Accounting Principles I (3)
- BA 236 QuickBooks (3)
- BA 250 Business Communications (3)

**EDUCATIONAL PLANNING FORM (Semester)**

FALL SEMESTER	SPRING SEMESTER	SUMMER
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
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