



DEGREE SHEET / 2018-2019 CATALOG		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p>College of Business Administration Certificate Bookkeeper</p> <p>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.</p>		
GENERAL EDUCATION REQUIREMENTS (8 CR)	SEMESTER	GRADE
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 cr)		
PROGRAM REQUIREMENTS (15 CR)		
BCIS 200 Business Computer Applications (3)		
BCIS 225 Excel (3)		
BA 221 Accounting Principles I (3)		
BA 236 Quickbooks (3)		
BA 250 Business Communications (3)		
TOTAL 23 CR		
ADVISOR APPROVAL	DATE	

EDUCATIONAL PLANNING FORM (Semester)

FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units