



## DEGREE SHEET / 2019-2020 CATALOG

Student name:

Eagle ID:

Eagle Email:

Phone:

### College of Business Administration 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 REQUIREMENTS (8 CR)		SEMESTER	GRADE
<b>COMMUNICATIONS (4 CR)</b>			
ENG	109N Basic Composition II or higher-level course (4)		
<b>MATHEMATICS (3 CR)</b>			
OA	1117 Business Math (3)		
<b>PHED (1 cr)</b>			
Elective	(1 cr)		
<b>PROGRAM REQUIREMENTS (15 CR)</b>			
BCIS	2200 Business Computer Applications (3)		
BCIS	2215 Excel (3)		
ACCT	2110 Accounting Principles I (3)		
BA	2236 Quickbooks (3)		
BA	2250 Business Communications (3)		

<b>TOTAL 23 CR</b>		
<b>ADVISOR APPROVAL</b>	<b>DATE</b>	

**EDUCATIONAL PLANNING FORM (Semester)**

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

SUGGESTED SEQUENCE OF COURSES FOR CERTIFICATE IN BOOKKEEPING

First Semester (16 crs)

ENGL 109N Basic Composition II (4)

OA 1117 Business Math (3)

BCIS 2225 Excel (3)

ACCT 2110 Accounting Principles I (3)

BCIS 2200 Business Computer Applications (3)

Second Semester (7 crs)

BA 2236 Quickbooks (3)

BA 2250 Business Communications (3)

PHED (1)