



## 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>                              |          |       |
| ENGL 109N Basic Composition II or higher-level course (4) |          |       |
| <b>MATHEMATICS (3 CR)</b>                                 |          |       |
| BUSA 1180 Business Math (3)                               |          |       |
| <b>PHED (1 cr)</b>  |          |       |
| Elective (1 cr)   |          |       |
| <b>PROGRAM REQUIREMENTS (15 CR)</b>                       |          |       |
| BCIS 2110 Business Computer Applications (3)              |          |       |
| BCIS 2215 Excel (3)                                       |          |       |
| ACCT 2110 Accounting Principles I (3)                     |          |       |
| ACCT 2220 Computerized Accounting                         |          |       |
| BUSA 2110 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> |
| <b>FALL SEMESTER</b> | <b>SPRING SEMESTER</b> | <b>SUMMER</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |
| <b>FALL SEMESTER</b> | <b>SPRING SEMESTER</b> | <b>SUMMER</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |
| <b>FALL SEMESTER</b> | <b>SPRING SEMESTER</b> | <b>SUMMER</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |
| <b>FALL SEMESTER</b> | <b>SPRING SEMESTER</b> | <b>SUMMER</b>      |

|                    |                    |                    |
|--------------------|--------------------|--------------------|
|                    |                    |                    |
| <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)
- BUSA1180 Business Math (3)
- BCIS 2215 Excel (3)
- ACCT 2110 Accounting Principles I (3)
- BCIS 2110 Business Computer Applications (3)

Second Semester (7 crs)

- ACCT 2220 Computerized Accounting (3)
- BA 2210 Business Communications (3)
- PHED (1)