

Recommended Sequence of Courses - 2 Semester

Program of Study: Bookkeeper Assistant

Department: Business Administration Department

Coordinator: Breck Withers 778-3961 bwithers@santarosa.edu

Effective: Fall 2013

**Course offerings subject to change. Please consult current
Schedule of Classes.**

This document is for planning purposes only and is not a guarantee
of course offerings

Course Number	Course Title	Units	Fall	Spring	Summer	Prerequisites /Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
First Semester												
BBK 50	Computerized Bookkeeping 1	3.0	x	x			x	x		x	x	
BBK 53.1	QuickBooks-Level 1	1.5	x	x			x	x	x		x	
BGN 81	Business Math	3.0	x	x			x	x		x	x	
BGN 201	Typing Self-paced	0.5				Credit by Exam						
BGN 204	Electronic Calculator	0.5	x	x	x		x			x	x	
BGN 111	Soft Skills for Business	4.0	x	x			x			x	x	
CS 60.11A	Microsoft Word, Part 1	1.5	x	x	x		x	x		x	x	
CS 61.11A	Microsoft Excel, Part 1	1.5	x	x	x		x	x		x	x	
First Semester Unit Total:		11.5										
Second Semester												
BBK 51	Computerized Bookkeeping 2	3.0	x	x			x	x		x		
BBK 53.2	QuickBooks-Level 2	1.5	x	x			x	x	x		x	
BGN 71	Business English	3.0	x	x			x	x		x	x	
BGN 110	Exploring Business Careers	1.0	x	x			x			x	x	
BGN 203	Self-paced, 10-key	0.5	x	x	x		x			x	x	
BGN 205	Basic Filing	0.5	x	x	x		x			x	x	
CS 61.11B	Microsoft Excel, Part 2	1.5	x	x	x			x				
CS 167.11	Microsoft Outlook	0.5	x	x	x			x				
Second Semester Unit Total:		11.5										
Minimum units to meet program requirements:		23.0										

Notes: * = Every Other Semester

In Person = Traditional Classroom setting

Online = Class is taught using an online format

Hybrid = Course is taught using a combination of in-person and online formats

Day = In person courses that begin at 7:00am or later

Evening = In person courses that begin at 5:00pm or later

Weekend = In person courses taught on Saturday and/or Sunday

5-25-16 kkd