

Business Administration Department

ACCOUNT CLERK

Recommended Sequence of Courses

Program of Study: Account Clerk

Department: Business Administration

Coordinator: Breck Withers 778-3961

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Effective: **Fall 2013**

<p><i>This program is designed to be completed in one semester.</i></p> <p><i>The courses are listed in an order recommended for students who will be taking more than one semester to complete the certificate.</i></p>		
Course Number	Course Title	Units
BBK 50	Computerized Bookkeeping 1	3.0
BBK 53.1	Quickbooks – Level 1	1.5
BGN 81	Business Math	3.0
BGN 110 **	Exploring Business Careers	1.0
BGN 201 *	Typing, Self-paced	0.5
BGN 203	Self-paced 10-Key	0.5
BGN 205	Basic Filing	0.5
CS 60.11A	Microsoft Word, Part 1	1.5
CS 61.11A	Microsoft Excel, Part 1	1.5
CS 167.11	Microsoft Outlook	0.5

Minimum units to meet program requirements: 13.5

* Will substitute BGN 102, Typing Skill Building, 1.5 units

** Will substitute BGN 112, Marketing Your Skills, 3.0 units