

Business Administration Department

BOOKKEEPER ASSISTANT

Recommended Sequence of Courses for Two (2) Semesters

Program of Study: Bookkeeper Assistant
Department: Business Administration
Coordinator: Breck Withers 778-3961 bwithers@santarosa.edu
Effective: **Fall 2013** **Fall Semester Start**

Course Number	Course Title	Units
First Semester (Fall)		
BBK 50#	Computerized Bookkeeping 1	3.0
BBK 53.1#	QuickBooks – Level 1	1.5
BGN 81#	Business Math	3.0
BGN 201#	Typing, Self-paced*	0.5
BGN 204	Electronic Calculator	0.5
CS 60.11A#	Microsoft Word, Part 1	1.5
CS 61.11A#	Microsoft Excel, Part 1	1.5
First Semester Unit Total:		11.5
Second Semester (Spring)		
BBK 51	Computerized Bookkeeping 2	3.0
BBK 53.2	QuickBooks – Level 2	1.5
BGN 71	Business English	3.0
BGN 110#	Exploring Business Careers	1.0
BGN 203#	Self-paced, 10-key	0.5
BGN 205#	Basic Filing	0.5
CS 61.11B	Microsoft Excel, Part 1	1.5
CS 167.11#	Microsoft Outlook	0.5
Second Semester Unit Total:		11.5

Minimum units to meet program requirements: 23.0

NOTES:

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

Completion of these courses meets the requirements for the Account Clerk certificate.

Some courses are taught in summer. See a counselor for assistance in developing an educational plan.

Above recommendations are assuming student begins in a *fall* semester. See Recommended Sequence of Courses for spring semester start.

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