

Recommended Sequence of Courses - Fall Start 4 Semesters

Program of Study: Bookkeeper

Department: Business Administration Department

Coordinator: Breck Withers 778-3961 bwithers@santarosa

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				Prerequisites/ Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
			Fall	Spring	Summer							
First Semester (Fall)												
BGN 81	Business Math	3.0	x	x			x	x		x	x	
BGN 110	Exploring Business Careers	1.0	x	x			x			x		
BGN 111	Soft Skills for Business	3.0	x	x			x			x	x	
BGN 201	Typing Self-paced (or BGN 102)	0.5	x	x		Credit by Exam	x					
CS 60.11A	Microsoft Word, Part 1	1.5	x	x	x		x	x		x	x	
First Semester Unit Total:		9.0										
Second Semester (Spring)												
BBK 50	Computerized Bookkeeping & Accounting 1	3.0	x	x			x	x		x		
BBK 53.1	QuickBooks-Level 1	1.5	x	x			x	x	x		x	
BGN 71	Business English	3.0	x	x			x	x		x	x	
BGN 204	Electronic Calculator	0.5	x	x	x		x			x	x	
CS 61.11A	Microsoft Excel, Part 1	1.5	x	x	x		x	x		x	x	
Second Semester Unit Total:		9.5										
Third Semester (Fall)												
BBK 51	Computerized Bookkeeping 2	3.0	x	x		BBK 50	x	x		x		
BBK 53.2	QuickBooks-Level 2	1.5	x	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	x		x	x	
Third Semester Unit Total:		7.0										
Fourth Semester (Spring)												
BBK 52.1	Payroll	3.0		x	x		x				x	
BGN 112	Marketing Your Skills	3.0		x			x			x	x	
BOT 154	Office Procedures	3.0	x	x			x			x	x	
BOT 9911	Business Office Tech Occupational Work Experience Internship	2.0	x	x	x	See counselor						
Fourth Semester Unit Total:		11.0										
Minimum units to meet program requirements:		36.5										

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

4-25-16 kkd

Recommended Sequence of Courses - Spring Start 4 Semesters

Program of Study: Bookkeeper

Department: Business Administration Department

Coordinator: Breck Withers 778-3961 bwithers@santa.ro

Effective: Fall 2013

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

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Course Number	Course Title	Units				Prerequisites/ Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
			Fall	Spring	Summer							
First Semester (Spring)												
BGN 81	Business Math	3.0	x	x			x	x		x	x	
BGN 110	Exploring Business Careers	1.0	x	x			x			x	x	
BGN 111	Soft Skills For Business	3.0	x	x			x			x	x	
BGN 201	Typing, Self-paced	0.5	x	x		Credit by Exam	x			x		x
BGN 204	Electronic Calculator	0.5	x	x	x		x			x	x	
BBK 50	Computerized Bookkeeping 1	3.0	x	x			x	x		x	x	
First Semester Unit Total:		11.0										
Second Semester (Fall)												
BBK 51	Computerized Bookkeeping 2	3.0	x	x		BBK 50	x	x		x		
BBK 53.1	QuickBooks-Level 1	1.5	x	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	
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	
Second Semester Unit Total:		12.0										
Third Semester (Spring)												
BBK 52.1	Payroll	3.0		x	x		x				x	
BGN 112	Marketing Your Skills	3.0	x	x			x			x	x	
BOT 154	Office Procedures	3.0	x	x			x			x	x	
CS 61.11B	Microsoft Excel, Part 2	1.5	x	x	x			x				
Third Semester Unit Total:		10.5										
Fourth Semester (Fall)												
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	
BOT 99.2I	Business Office Tech Occupational Work Experience Internship	2.0	x	x	x	See counselor						
Fourth Semester Unit Total:		3.0										
Minimum units to meet program requirements:		36.5										

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