

## Recommended Sequence of Courses

**Program of Study:** Tax Assistant Clerk

**Department:** Business Administration

**Coordinator:** Gina Lord (707) 527-4206

**Effective:** Spring 2012

Course Number	Course Title	Units	Semester Offered	Prerequisites
<b>First Semester</b>				
BAD 1	Financial Accounting	4.0	fa.sp	none
BAD 53	Solving Business with Spreadsheets	1.5	fa.sp	none
BAD 54	Microcomputer Applications in Accounting	3.0	fa.sp	
<b>First Semester Unit Total:</b>		<b>8.5</b>		
<b>Second Semester</b>				
BAD 59	Federal Income Tax Law	3.0	fa	BAD 1
BAD 64	Computerized Tax	2.0	fa	BAD 1
Elective	See program website for list	3.0	fa,sp	
<b>Second Semester Unit Total:</b>		<b>8.0</b>		

**Minimum units to meet program requirements: 16.5**

Notes: