

# Business Administration Department

## BOOKKEEPER

### Recommended Sequence of Course Requirements

Program of Study: Bookkeeper  
 Department: Business Administration  
 Coordinator: Breck Withers 778-3961 bwithers@santarosa.edu  
 Effective: Spring 2012

Semester	Course	Description	Units
First Semester	BGN 71	Business English	3.0
	BOT 56A	Workforce Issues for Business Professionals	3.0
	BOT 56B*	Career Planning for Business Professionals	1.0
	CS 60.11A	Microsoft Word, Part 1	1.5
	CS 61.11A	Microsoft Excel, Part 1	1.5
	BGN 102	Typing Skill Building	1.5
	BGN 203	Self-paced 10-Key	.5
		<b>Total first semester units</b>	<b>12.0</b>
Second Semester	BGN 81	Practical Business Math	3.0
	BBK 50	Computerized Bookkeeping I	3.0
	BBK 53.1	QuickBooks Level I	1.5
	BOT 56.3 or BMG 52	Office Communication & Interpersonal Skills or Written Communication in Organizations	2.0 – 3.0
	CS 61.11B	Microsoft Excel, Part 2	1.5
		<b>Total second semester units</b>	<b>11-12</b>
Third Semester	BBK 51*	Computerized Bookkeeping II (spring only)	3.0
	BBK 53.2	Quickbooks Level 2	1.5
	BGN 204	Electronic Calculator	.5
	BOT 59.1	Applied Office Technology Skills (fall only)	4.0
	Complete any combination totaling <b>at least 2.0 units</b> from the following: BOT 59.2 (fall only) or BOT 59.2A		2.0 -4.0
		<b>Total third semester units</b>	<b>11-13</b>
Fourth Semester	BAD 1	Financial Accounting	4.0
	BBK 52.1	Payroll (spring only)	3.0
	BOT 59.3*	Marketing Your Skills (spring only)	3.0
	BOT 99.2I*	Internship	2.0-8.0
		<b>Total fourth semester units</b>	<b>12.0</b>

#### NOTES

Above recommendations are assuming student begins in a fall semester. Some adjustments needed for courses taught fall or spring only. BOT 99.2I must be taken for a minimum of 2.0 units. See a counselor or certificate coordinator for assistance.

\* Course has corequisite or prerequisite. Refer to SRJC Catalog .