

Recommended Sequence of Courses

Program of Study: Bookkeeper Assistant

Department: Business Administration

Coordinator: Breck Withers (707) 778-3961

Effective: Spring 2012

Course Number	Course Title	Units	Semester Offered	Prerequisites
First Semester				
CS 60.11A	MS Word, Part 1	1.5		
CS 61.11A	Ms Excel, Part 1	1.5		
BGN 81	Practical Business Math Skills	3.0		
BBK 50	Computerized Bookkeeping and Accounting 1	3.0		
BBK 53.1	QuickBooks Level 1	1.5		
BGN 201	Self-Paced Typing	0.5		
BOT 59.2A	Business Records Skills, Part 1	2.0		
First Semester Unit Total:		13.0		
Second Semester				
CS 61.11B	Ms Excel, Part 1	1.5		CS 61.11A
BBK 51	Computerized Bookkeeping and Accounting 2	3.0	Spring only	BBK 50
BBK 53.2	QuickBooks Level 2	1.5		BBK 53.1
BGN 71	Business English Grammar	3.0		
BOT 56.3	Office Communication & Interpersonal Skills	2.0		
BOT 154.13	Job Seeking Skills for Office Professionals	1.0		
BGN 203	Self-Paced 10-Key Numeric Keypad	0.5		
Second Semester Unit Total:		12.5		

Minimum units to meet program requirements: 25.5

Notes: