

Recommended Sequence of Courses

Program of Study: Business: Account Clerk

Department: Business Administration

Coordinator: Breck Withers 778-3961 bwithers@santarosa.edu

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	Fall	Spring	Summer	Prerequisites/ Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
First Semester												
BBK 50	Computerized Bookkeeping 1	3.0	x	x			x	x		x	x	
BBK 53.1	QuickBooks – Level 1	1.5	x	x			x	x	x		x	
BGN 81	Practical Business Math Skills	3.0	x	x			x	x		x	x	
BGN 201	Typing, Self-paced	0.5				Credit by exam						
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 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	
CS 167.11	Microsoft Outlook	0.5	x	x	x			x				
Take one unit from the classes below												
BGN 110	Exploring Business Careers	1.0	x	x			x			x	x	
BGN 112	Marketing Your Skills	3.0	x	x			x			x		
	First Semester Unit Total:	13.5										
<p style="text-align: center;">This program is designed to be completed in one semester.</p> <p>The courses are listed in an order recommended for students who will be taking more than one semester to complete the certificate.</p>												
Minimum units to meet program requirements: 13.5												

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

5-25-16 kkd