

## Recommended Sequence of Courses

**Program of Study:** Account Clerk

**Department:** Business Administration

**Coordinator:** Breck Withers (707) 778-3961

**Effective:** Spring 2012

Course Number	Course Title	Units
<b>First Semester</b>		
BBK 50	Computerized Bookkeeping and Accounting 1	3
BBK 53.1	QuickBooks Level 1	1.5
BGN 81	Practical Business Math Skills	3
BGN 201	Typing Self-Paced	0.5
BGN 203	Self-Paced 10-Key Numeric Keypad	0.5
BOT 59.2A	Business Records Skills, Part 1	2
BOT 154.13	Job Seeking Skills For Office Professionals	1
CS 61.11A	Microsoft Excel, Part 1	1.5
CS 160.11A	Microsoft Word, Introduction	0.5
<b>First Semester Unit Total:</b>		<b>13.5</b>

**Minimum units to meet program requirements: 13.5**

Notes: