

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

BOOKKEEPING OFFICE ASSISTANT CERTIFICATE

Program Code: T.BKP.CER

Certificate

Graduation requirement — 15–16 semester hours

The Bookkeeping Office Assistant Certificate prepares the student with general knowledge of office and bookkeeping skills. Graduates may be employed by businesses as a bookkeeping assistant. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Note*

CTC substitutions are accepted for CIS 134.

Required Courses (15–16 hours)

ACC 101	Financial Accounting	
or ACC 117	Accounting and Bookkeeping	3–4
ACC 219	Computerized Integrated Accounting	
or ACC 275	Payroll Tax Accounting	3
CIS 134*	Spreadsheet Applications (MS Excel)	3
CIS 170	Professional Workplace Topics	3
MAT 110	Business Mathematics	3
<i>Total Semester Credit Hours</i>		<u>15–16</u>

Suggested Course Sequence

<i>FALL</i>	<i>SPRING</i>	<i>FALL</i>
<i>1st Semester</i>	<i>2nd Semester</i>	<i>3rd Semester</i>
CIS 134	ACC 117	ACC 219
CIS 170	MAT 110	

or

<i>FALL</i>	<i>SPRING</i>
<i>1st Semester</i>	<i>2nd Semester</i>
ACC 101	MAT 110
or ACC 117	ACC 275
CIS 134	
CIS 170	