



BOOKKEEPING-CLERICAL STUDIES*
Certificate Program

Career Curriculum 00BUS0053 Certificate Program Minimum Hrs. 31 Major Code: 1.2 520302K
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FALL SEMESTER

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting I	3	—
MAT 113	Introduction to Contemporary Mathematics OR MAT 108 College Algebra OR BUS 111 Business Mathematics	3	—
BUS 117	Keyboarding II ¹	3	—
BUS 135	Office Language Skills	3	—
BUS 138	Employment Strategy	1	—
BUS 236	Records Management	1	—
		<u>14</u>	

SPRING SEMESTER

Dept. No.		Hrs.	Gr.
ACC 105	Payroll Accounting	3	—
ACC 201	Financial Accounting II	3	—
BUS 205	Word Processing	3	—
CIS 104	Spreadsheet Design	3	—
SPE 116	Interpersonal Communication Business Elective ²	3	—
		<u>2-3</u>	
		17-18	

*BUS 116 or one year of high school keyboarding within the last two years is a prerequisite for entry into the program.

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

² Recommended Electives:

BUS 110	Introduction to Business	3
BUS 128	Machine Transcription	3
BUS 235	Business Correspondence	3
BUS 255	Customer Service	3
CIS 120	Database Management	3

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2008

Additional Information: This is a one-year program leading to a Certificate of Achievement. It is designed to prepare bookkeepers and general clerical office workers. Accounting courses develop the ability to analyze and record business transactions; other business courses help to develop necessary office skills and a knowledge of office procedures.

Career Opportunities: Graduates of the program are qualified to fill positions such as the following: general bookkeeper, accounts receivable clerk, accounts payable, clerk, payroll clerk, file clerk, civil service employee, and many general and combination office positions requiring some knowledge of bookkeeping.