



# Certificate in Bookkeeping-Clerical Studies

Career Curriculum 00BUS0053  
Minimum Hours: 31  
Major Code: 1.2 520302K  
Effective Date: Fall 2019

## FALL SEMESTER

Dept. No.		Hrs.	Grade
ORI 100	College 101	1	_____
ACC 200	Financial Accounting I	3	_____
BUS 116	Keyboarding I <sup>1</sup>	3	_____
BUS 135	Office Language Skills	3	_____
MAT 113	Introduction to Contemporary Mathematics OR MAT 108 College Algebra OR BUS 111 Business Mathematics	3-4	_____
Business Elective <sup>2</sup>		<u>2-3</u>	_____
		15-17	

## NOTES AND INFORMATION

<u>Fall Only Courses</u>	<u>Spring Only Courses</u>
BUS 255	ACC 105
CIS 110	BUS 117
CIS 105	

<sup>1</sup> Proficiency exams are available for BUS 116 (requiring a production test as well as 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.

## SPRING SEMESTER

Dept. No.		Hrs.	Grade
ACC 105	Payroll Accounting	3	_____
ACC 201	Financial Accounting II	3	_____
BUS 117	Keyboarding II <sup>1</sup>	3	_____
BUS 236	Records Management	1	_____
CIS 104	Spreadsheet Design	3	_____
COM 115	Speech OR COM 116 Interpersonal Communication	<u>3</u> 16	_____

<sup>2</sup> Recommended Electives:

BUS 110	Introduction to Business	3
BUS 235	Business Communication	3
BUS 255	Customer Service	3
CIS 105	Current Operating System/Security	3
CIS 110	Introduction to Word Processing	2
CIS 120	Database Management	3

This is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the student for gainful employment in a recognized occupation. For detailed information regarding program length, cost, average loan debt and completion details, select the following link to the Gainful Employment Worksheet for this program. [Gainful Employment Worksheet–Bookkeeping-Clerical Studies Certificate Program \(00BUS0053\)](http://www.jalc.edu/gainful_employment/bookkeeping_clerical_studies/Gedt.html). You can also access this information by typing the following URL into your browser's address bar: [http://www.jalc.edu/gainful\\_employment/bookkeeping\\_clerical\\_studies/Gedt.html](http://www.jalc.edu/gainful_employment/bookkeeping_clerical_studies/Gedt.html)

**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.

*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.*