



FALL SEMESTER

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting I	3	___
BUS 116	Keyboarding I ¹	3	___
BUS 135	Office Language Skills	3	___
MAT 113	Introduction to Contemporary Mathematics OR	3-4	___
	MAT 108 College Algebra OR		
	BUS 111 Business Mathematics		
Business Elective ²		<u>2-3</u>	___
		14-16	

SPRING SEMESTER

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

Fall Only Courses Spring Only Courses
 BUS 255 ACC 105
 CIS 110BUS 117
 CIS 210CIS 105

¹ 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.

² Recommended Electives:

BUS 110	Introduction to Business	3
BUS 235	Business Correspondence	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
CIS 210	Presentation Graphics	2

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

*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: Spring 2017

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.