

**ADMINISTRATIVE OFFICE MANAGEMENT/BOOKKEEPING –
Certificate of Proficiency - Effective Catalog Year 2017-2018**

The objective of this program is to prepare students for employment in entry-level positions in business, nonprofit, and government organizations. Students who complete this certificate can expect to find employment as a bookkeeper, management trainee, office manager, bank teller/loan officer trainee, or sales/marketing professional. All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business.

___ ENGL 151	English I	3 cr.
___ ACCT 121	Fundamentals of Accounting	3 cr.
___ ACCT 161	Principles of Accounting I	3 cr.
___ CSIT 123	Integrated Office Software	3 cr.
___ BUSN 132	Business Calculations	3 cr.
___ BUSN 210	Business Communications	3 cr.
___ BUSN 215	Integrated Software Applications	3 cr.
___ BUSN 220	Career Management and Professional Behavior	3 cr.
___	AOM-Bookkeeping Certificate Course Selection	3 cr.
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	Total Credits	30 cr.

AOM-Bookkeeping Certificate Course Selections:

- ACCT 162 Principles of Accounting II
- BUSN 151 Human Resource Management
- BUSN 170 Small Business Management
- BUSN 251 Business Law I
- BUSN 252 Business Law II
- CSIT 126 Intermediate Spreadsheets & Database

Board of Trustees Approval Date: August 27, 2007
Board of Trustees Approval Date: December 2, 2013