

**Proficiency Award**

**BOOKKEEPING**

(Awarded by the Department)

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations	2.5
BUS V17	Computer Applications	3
BUS V08	Computerized Accounting	3
<b>TOTAL</b>		<b>14.5</b>