

# STUDENT SCORECARD

Sacramento City College: Business & CIS Division

## FULL CHARGE BOOKKEEPER

### Certificate of Achievement

Academic Year: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Phone: \_\_\_\_\_

<input type="checkbox"/>	Course #	Course Name	Units	Prerequisites and Advisories*	Semester Offered			Rec Sem	Grade
					FA	SP	SU		
		English Prerequisite: ENGWR 51 and ENGRD 110						1 <sup>st</sup>	
		Math Prerequisite: None						1 <sup>st</sup>	
		Other Prerequisite: CISC 300 or 310						1 <sup>st</sup>	
	ACCT 101	Fundamentals of College Accounting	3	Prerequisite: None; <i>Advisory: ENGRD 110 and MATH 34</i>	F	F	F	1 <sup>st</sup> or 2 <sup>nd</sup>	
	ACCT 121	Payroll Accounting	3	Prerequisite: ACCT 101	F	F		2 <sup>nd</sup>	
	ACCT 125	Federal and State Individual Taxation	4	Prerequisite: None; <i>Advisory: ACCT 101 or ACCT 301, AND ENGRD 310</i>	F	F		3 <sup>rd</sup>	
	ACCT 301	Financial Accounting	4	Prerequisite: None; <i>Advisory: ENGRD 310 and MATH 100</i>	F	F	F, O	3 <sup>rd</sup>	
	ACCT 311	Managerial Accounting	4	Prerequisite: ACCT 301	F	F		4 <sup>th</sup>	
	ACCT 341	Computerized Accounting	2	Prerequisite: ACCT 101 or 301; <i>Advisory: BUSTEC 100.1</i>	O	F, O		2 <sup>nd</sup>	
	BUS 100	English for the Professional	3	Prerequisite: ENGWR 51 and ENGRD 110, or ESLW 320 and ESLR 320; <i>Advisory: BUSTEC 100.1 or BUSTEC 300.1</i>	O	F, O	O	2 <sup>nd</sup>	
	BUS 105	Business Mathematics	3	Prerequisite: None; <i>Advisory: ESLR 320 or ENGRD 10, and MATH 27 or 28</i>	F	F		1 <sup>st</sup> or 2 <sup>nd</sup>	
	BUS 300	Introduction to Business	3	Prerequisite: None, <i>Advisory: ENGWR 51 or ESLW 50</i>	F, O	F, O	F, O	4 <sup>th</sup>	
	BUSTEC 101	Computer Keyboarding: 10 Key	1	Prerequisite: None	F	F	F	1 <sup>st</sup>	
	BUSTEC 100.1	Keyboarding Skills: Beginning	1	Prerequisite: None; <i>Advisory: ENGRD 110 and ENGWR 51, or ESLR 310 and ESLW 50</i>	F	F	F	1 <sup>st</sup> or 2 <sup>nd</sup>	
	CISA 305	Beginning Word Processing	2	Prerequisite: CISC 300 or 310, <i>Advisory: BUSTEC 300.1 or 100.1</i>	F, O	F, O	F, O	1 <sup>st</sup> or 2 <sup>nd</sup>	
	CISA 315	Introduction to Electronic Spreadsheets	2	Prerequisite: None; <i>Advisory: BUSTEC 300.1, BUSTEC 100.1, CISC 300, or CISC 310</i>	F, O	F, O	O	2 <sup>nd</sup>	
	CISA 316	Intermediate Electronic Spreadsheets	2	Prerequisite: CISA 315	O	O		3 <sup>rd</sup>	

<b>A minimum of 3 units from the following:</b>									
	ACCT 109	Introduction to Ethics and Fraud in Accounting	1.5	Prerequisite: None; <i>Advisory: ACCT 101, ENGRD 110, and ENGWR 101</i>	F			4th	
	BUS 310	Business Communications	3	Prerequisite: BUS 100, ENGWR 101, or ESLW 340	F, O	O	F	4 <sup>th</sup>	
	BUS 340	Business Law	3	Prerequisite: None	F, O	F, O	F, O	4 <sup>th</sup>	
<b>Total Units Required (not including prerequisites):</b>			40						

\* All prerequisite courses must be completed with a grade of C or better.