



**BUSINESS  
ACCOUNTING  
2007-2008**

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

SSN/ID: \_\_\_\_\_

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

Complete the following program of study:

<b>Certificate of Achievement</b> <b>(R.2020.CA)</b> <b>Major requirements (22 units minimum)</b>	units	completed	in progress	planned
ACCTG 1A – Principles of Accounting	4			
ACCTG 1B – Principles of Accounting	4			
ACCTG 31 – Computerized Accounting (3) (units in parenthesis) <i>or</i> IS 18 – Spreadsheet Fundamentals (1.5) <i>and</i> OT 13A – Microsoft Access Essentials (1.5) <i>or</i> OT 12A – Microsoft Excel Essentials (1.5) <i>and</i> OT 13A – Microsoft Access Essentials (1.5)	3			
ACCTG 40 – Applied Accounting	3			
BA 33 – Human Relations in Business	3			
BA 46 – Calculator Applications	1			
BA 47 – Careers - Business	1			
IS 15 – Computer Concepts	3			

Faculty Advisors: Mr. Jose Castaneda (North Centers), Mr. Robert Haller (North Centers), and Mrs. Carol McCain (Reedley)