



**BUSINESS
ACCOUNTING ASSISTANT
ACCOUNTING INTERN
2008-2009**

Name: _____

SSN/ID: _____

Date: _____

Complete one of the following programs of study:

Certificate in Accounting Assistant (R.2010.CC) Major requirements (14 units minimum)	units	completed	in progress	planned
ACCTG 1A – Principles of Accounting	4			
ACCTG 31 – Computerized Accounting (3) <i>or</i> OT 13A – Microsoft Access Essentials (1.5) <i>and one of the following:</i> IS 18 – Spreadsheet Fundamentals (1.5) OT 12A – Microsoft Excel Essentials (1.5)	3			
ACCTG 40 – Applied Accounting	3			
BA 46 – Calculator Applications	1			
IS 15 – Computer Concepts	3			

Note: (See Below)

Certificate in Accounting Intern (R.2011.CC) Major requirements (14 units minimum)	units	completed	in progress	planned
ACCTG 1A – Principles of Accounting	4			
ACCT 1B – Principles of Accounting	4			
ACCTG 31 – Computerized Accounting <i>or</i> OT 13A – Microsoft Access Essentials (1.5) <i>and one of the following:</i> IS 18 – Spreadsheet Fundamentals (1.5) OT 12A – Microsoft Excel Essentials (1.5)	3			
ACCTG 40 – Applied Accounting	3			

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