

PROGRAM OF STUDY

Accounting Certificate of Achievement

Upon completion of this course of study a student will be prepared for an entry level position in accounting. The student will have acquired skills necessary to be able to use either manual or computerized accounting. In addition to accounting skill, the student will have additional proficiencies in word processing, spreadsheet, and the ability to work better with others.

Courses - 18.5 units		Units
ACCTG1A	Principles of Accounting	4
ACCTG1B	Principles of Accounting	4
ACCTG31	Computerized Accounting	3
BA33	HUMAN RELATIONS IN BUSINESS	3
IS15	COMPUTER CONCEPTS	3
OT13A	MICROSOFT ACCESS ESSENTIALS	1.5
Select one course - 1.5 units		Units
IS18	SPREADSHEET FUNDAMENTALS	1.5
OT12A	MICROSOFT EXCEL ESSENTIALS	1.5

Total Units	20
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Effective Term: Fall 2012

PID 301