



**BUSINESS
ACCOUNTING ASSISTANT
ACCOUNTING INTERN
2005-2006**

Name: _____

SSN/ID: _____

Complete one of the following programs of study:

Date: _____

Accounting Assistant Certificate of Completion Major requirements (14 units minimum)	units	completed	in progress	planned
ACCTG 1A – Principles of Accounting	4			
*ACCTG 31 – Computerized Accounting	3			
ACCTG 40 – Applied Accounting	3			
BA 46 – Calculator Applications	1			
IS 15 – Computer Concepts	3			

Note: *This course is not offered every semester. The following course combinations have been approved as substitutions: OT 12A and OT 13A, IS 18 and OT 13A, or OT 12A and IS 26.

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

Accounting Intern Certificate of Completion 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	3			
ACCTG 40 – Applied Accounting	3			

Note: *This course is not offered every semester. The following course combinations have been approved as substitutions: OT 12A and OT 13A, IS 18 and OT 13A, or OT 12A and IS 26.

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