



**BUSINESS
ACCOUNTING
2012-2013**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Achievement (R.2010.CA) Major requirements (20 units minimum) A grade of "C" or better is required in the following courses:	units	completed	in progress	planned
ACCTG 1A – Principles of Accounting	4			
ACCTG 1B – Principles of Accounting	4			
ACCTG 31 – Computerized Accounting (Spring)	3			
BA 33 – Human Relations in Business	3			
IS 15 – Computer Concepts	3			
OT 13A – Microsoft Access Essentials	1.5			
Select one course from the following: (units in parenthesis) IS 18 – Spreadsheet Fundamentals (1.5) or OT 12A – Microsoft Excel Essentials (1.5)	1.5			

Note: Courses marked (Fall) and (Spring) are usually only offered that semester.

Faculty Advisors: Mr. Jose Castaneda (WI), Ms. Tamara Epperson (Madera), and Mr. Dean Gray (Reedley)