



**BUSINESS  
ACCOUNTING  
2015-2016**

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

ID: \_\_\_\_\_

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

Complete the following program of study:

<b>Certificate of Achievement</b> <b>(R.2010.CA)</b> <b>Major requirements (20 units minimum)</b> <b>A grade of "C" or better is required in the following courses:</b>	C-ID	units	completed	in progress	planned
ACCTG 4A – Financial Accounting	ACCT 110	4			
ACCTG 4B – Managerial Accounting	ACCT 120	4			
ACCTG 31 – Computerized Accounting (Spring)		3			
BA 33 – Human Relations in Business		3			
IS 15 – Computer Concepts	ITIS 120	3			
OT 13A – Microsoft Access Essentials		1.5			
Select one course from the following: IS 18 – Spreadsheet Fundamentals or OT 12A – Microsoft Excel Essentials		1.5			

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

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