

# CERTIFICATE OF ACHIEVEMENT



## COMPUTERIZED ACCOUNTING SYSTEMS

This program is designed to provide students with basic accounting skills and knowledge necessary to obtain entry-level accounting and other accounting support positions in small and medium-sized businesses which use computerized accounting systems. It will prepare students for advancement opportunities in the field of accounting.

To acquire the **Certificate of Achievement in Computerized Accounting Systems**, it is necessary to complete the following courses:

Required Courses	Units	N	IP	C
<b>ACCT 101/H</b> Financial Accounting/*Honors	<b>4</b>			
<b>CIT 117</b> Microsoft Excel	<b>3</b>			
<b>MGMT 108</b> Business Writing	<b>3</b>			
or				
<b>MGMT 208</b> *Business Communications	<b>3</b>			
or				
<b>ENGL 101</b> *College Composition and Research	<b>3.5</b>			
<b>ACCT 106</b> Computerized Accounting	<b>3</b>			
<b>ACCT 103</b> Payroll Accounting	<b>3</b>			
<b>Total units needed for Certificate of Achievement</b>	<b>16- 16.5</b>			
Units Completed				
*Prerequisite/Corequisite				
<i>Courses are not necessarily listed in order of enrollment; see prerequisites</i>				