

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**, students must complete the following courses with a grade of "C" or better:

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