

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
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 C1000 *Academic Reading and Writing	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>				