

Accounting Department

Microcomputer Accounting Clerk

Certificate of Achievement

<u>Department Requirements:</u>			<u>Units</u>
ACCT	100	Introduction to Accounting	3.0
ACCT	101	Fundamentals of Accounting I	4.0
ACCT	131	Computerized Accounting – IBM	3.0
ACCT	133	Spreadsheet Accounting I	3.0
FIN	125	Personal Finance	3.0
or ACCT	60	QuickBooks Accounting	(1.5)
and ACCT	61	Turbo Tax Accounting	(1.5)
FIN	51	Retirement Planning and Investing	1.5
CIS	102	Introduction to Microcomputer Hardware and Applications Software	3.0
Total Certificate Requirements:			20.5

Associate in Arts Degree Requirements:

Meet the requirements for a Certificate of Achievement in Microcomputer Accounting Clerk and complete the General Education requirements and electives to achieve a minimum of 60 degree applicable units.

<u>Other recommended courses:</u>			<u>Units</u>
*ACCT	130	Payroll Tax Accounting	3.0
LAW	111	Business Law	3.0
BCOT	108	WordPerfect for Windows	3.5
or BCOT	112	Word of Windows	(3.5)
BCOT	147	Business Communications	3.0
INSR	121	Insurance Principles: Property and Liability	3.0

*Required for Advanced Microcomputer Accounting Clerk Certificate

Note: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable.

Please see a Business Counselor or the respective Department Chairperson for additional alternatives.