



Cerritos College

ACCOUNTING - ADVANCED MICROCOMPUTER ACCOUNTING
CLERK
CERTIFICATE OF ACHIEVEMENT

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS:		UNITS
Complete Microcomputer Accounting Clerk Certificate Requirements: 22 units		
Plus any three of the following courses:		
ACCT 130	Payroll Tax Accounting	3
ACCT 250	Income Tax Accounting	3
LAW 111	Business Law	3
or BA 100	Fundamentals of Business	(3)
TOTAL CERTIFICATE REQUIREMENTS:		31

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for Certificate of Achievement in Advanced Microcomputer Accounting Clerk and complete general education requirements to achieve a minimum of 60 units.

OTHER RECOMMENDED COURSES:

BA 100	Fundamentals of Business	3
LAW 111	Business Law	3
BCOT 108	WordPerfect for Windows	3.5
or BCOT 112	Word for Windows	(3.5)

NOTE: Although many of these courses are transferable, this Certificate/AA Degree is nontransferable.

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