



Cerritos College

ACCOUNTING-MICROCOMPUTER ACCOUNTING CLERK CERTIFICATE OF ACHIEVEMENT

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS:		UNITS
ACCT 100	Introduction to Accounting	3
ACCT 101	Fundamentals of Accounting I	4
ACCT 131	Computerized Accounting-IBM	3.5
ACCT 133	Computerized Spreadsheet Accounting	3.5
FIN 125	Personal Finance	3
or ACCT 60	QuickBooks Accounting	(2)
and ACCT 61	Turbo Tax Accounting	(2)
FIN 51	Retirement Planning and Investing	1.5
CIS 102	Introduction to Microcomputer Hardware & Applications Software	3
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TOTAL CERTIFICATE REQUIREMENTS:		21.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

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

OTHER RECOMMENDED COURSES:

*ACCT 130	Payroll Tax Accounting	3
LAW 111	Business Law	3
BCOT 108	WordPerfect for Windows	3.5
or BCOT 112	Word for Windows	(3.5)
BCOM 147	Business Communications	3
INSR 121	Insurance Principles: Property and Liability	3

*Required for Advanced Microcomputer Accounting Clerk Certificate

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

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