



## ACCOUNTING CLERK/BOOKKEEPER CERTIFICATE 2009-2010

Completion of the Certificate Program will prepare the student for the entry-level position in accounts receivable, accounts payable, payroll, and general ledger.

### REQUIREMENTS FOR CERTIFICATE:

#### Recommended Course Sequence:

<u>First Semester (Fall):</u>			<u># of Units</u>
ACCT♦	101	Basic Accounting-I (F/S)	3
BUAD*	106	Business Mathematics (F/S)	3
BUAD*	166	Business English (F/S)	3
OAS	51	Keyboarding I-Beginning Typing (F/S)	3
OAS	166	Records Management (F)	2
<u>Second Semester (Spring):</u>			
ACCT♦*	102	Basic Accounting II (S)	3
ACCT*	103	PC Accounting (F/S)	2
ACCT	104	Payroll Accounting (F/S)	2
BUAD	10	Introduction to Business (F/S)	3
BUAD*	66	Business Communications (F/S)	3
CIS	10	Excel for Windows-I (F/S)	1
OAS	64	Computerized Ten-Key (F/S)	0.5

\* Course has a prerequisite

♦ Student may take ACCT 2 in place of ACCT 101 or ACCT 102

**TOTAL UNITS FOR CERTIFICATE** **28.5 Units**

**Business, Technology, Family and Consumer Sciences**  
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“F” (Fall) and “S” (Spring) indicates which semester a course is usually offered. “I” indicates course may not be offered every year. **Subject to change.**

(For reference only)