

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Bookkeeping provides students with the necessary skills for entry level positions such as accounts receivable or payable clerk, general secretary/bookkeeper, part-time bookkeeper and payroll clerk.

STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:

- Demonstrate the skills necessary to obtain employment in the bookkeeping field.
- Demonstrate computer knowledge related to the most popular software in accounting.

GENERAL EDUCATION REQUIREMENTS (3 Credits):

	CR	SEMESTER
COMMUNICATIONS: ENG 100, 101, 107, 113	3-5	_____

SPECIAL PROGRAM REQUIREMENTS (27 Credits):

	CR	SEMESTER
ACC 135B Bookkeeping I	3	_____
ACC 201 Financial Accounting	3	_____
ACC 220 Microcomputer Accounting Systems	3	_____
BUS 101 Introduction to Business	3	_____
BUS 106B Business English OR BUS 108 Business Letters and Reports	3	_____
BUS 109B Business Mathematics	3	_____
COT 101B Computer Keyboarding I	3	_____
IS 101 Introduction to Information Systems	3	_____
ELECTIVE	3	_____
Computation included in ACC 201		
Human Relations included in BUS 101		

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Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.