

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	3	_____
OR		
BUS 108 Business Letters and Reports		
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

30
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.