

1. Certificate programs provide career skills to enable students to enter the job market after graduation, retrain in a new career, or upgrade employment skills. Occupational courses are designed to meet these needs instead of transferring to four-year institutions; however, four-year institutions may accept some courses. Check with your college of transfer intent for more info.
2. By completing some general education requirements, most certificate programs lead to an AAS Degree. Consult the website or a CCA advisor for more info.
3. You must apply for graduation on the website or at Enrollment Services prior to your final semester.

**Accounting : Computerized Emphasis Certificate
Required Courses – 24 credits. Complete the following:**

ACC 121 Principles of Accounting I	4 cr.
ACC 122 Principles of Accounting II	4 cr.
ACC 125 Computerized Accounting I	3 cr.
ACC 225 Computerized Accounting II	3 cr.
BUS 217 Business Com & Report Writing	3 cr.
CIS 118 Introduction to PC Applications	3 cr.
CIS 161 Presentation Graphics I	1 cr.
CIS 155 Complete PC Spreadsheet	3 cr.

Computerized Accounting Emphasis Electives – 3 cr.

ACC 115 Payroll Accounting	3 cr.
ACC 131 Income Tax	3 cr.
ACC 132 Tax Help Colorado (Fall only)	2 cr.
ACC 133 Tax Help Colorado Lab (Spring only)	1-3 cr.
ACC 211 Intermediate Accounting I	4 cr.
ACC 212 Intermediate Accounting II	4 cr.
ACC 216 Gov and Not for Profit Accounting	3 cr.
ACC 226 Cost Accounting I	3 cr.
ACC 227 Cost Accounting II	3 cr.
CIS 145 Complete PC Database	3 cr.
MAT 112 Financial Math	3 cr.

- _____ **Total Certificate Requirements – 24 credits**
 _____ **Total Electives – 3 credits**
 _____ **Total Required – 27 credits**