

Approval of this certificate is pending, please consult an Advisor for details.

CERTIFICATE INFORMATION:

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. By completing some general education requirements most certificate programs can lead to an A.A.S. degree. Consult the website or a CCA advisor for more information.
2. You must apply for graduation on the website or at Enrollment Services prior to your final semester.

Required Courses: 21 or 22 credits

ACC 101 Fundamentals of Accounting OR ACC 121 Accounting Principles I	3 cr. or 4 cr.
ACC 125 Computerized Accounting I	3 cr.
ACC 115 Payroll Accounting	3 cr.
ACC 140 Accounting Software	1 cr.
BTE 100 Computer Keyboarding	1 cr.
BTE 111 Keyboarding Speed-building I	2 cr.
BTE 108 Ten Key by Touch	1 cr.
CIS 110 Introduction to the PC	1 cr.
CIS 115 Intro to Computer information Systems	3 cr.
CIS 155 Complete PC Spreadsheet	3 cr.

_____ Total Certificate Requirements – 21 or 22 credits

06/09 jb

PLEASE NOTE: This certificate is undergoing the approval process and is subject to change. Please contact a CCA Advisor for further information.