



ACCOUNTING CLERK/BOOKKEEPER CERTIFICATE 2014-2015

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

REQUIREMENTS FOR CERTIFICATE:

Recommended Course Sequence:

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

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

* May be used to fulfill General Ed Requirement.

→ May have prerequisite required.

TOTAL UNITS FOR CERTIFICATE	28.5 Units
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Business, Agriculture, Industry, Technology & Safety

(530) 242-7560

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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)