

# VOC: ACCOUNTING - COMPUTERIZED

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## #24246

The Computerized Accounting Certificate provides the student with basic accounting skills and knowledge together with additional training in computer applications common to the accounting industry. This certificate program prepares the student for an entry-level position as a computerized accounting clerk. Common duties performed in this field are utilization of accounting software programs for posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting and account analysis.

### Program Learning Outcomes

- Students will process collections from customers and update accounts receivable.
- Students will prepare financial statements.
- Students will solve managerial accounting problems with Excel software.
- Students will develop the ability to relate material from each course completed to their current and future professional needs, even if these needs fall into a different discipline.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

This certificate requires:

Completion of the Accounting -  
Bookkeeping coursework

PLUS

Completion of the Accounting -  
Computerized coursework

### Required Coursework

#### Accounting - Bookkeeping Coursework

VOC BA07 Principles of Accounting - Financial  
or VOC BA72 Bookkeeping - Accounting

VOC BA75 Using Microcomputers in Financial  
Accounting

VOC BA76 Microcomputers in Managerial Accounting  
or VOC BA68 Business Mathematics

#### Accounting - Computerized Coursework

VOC CSB15 Microcomputer Applications

VOC CSB16 Macintosh Applications

VOC CSB31 Microsoft Word

VOC CSB51 Microsoft PowerPoint