

ACCOUNTING - COMPUTERIZED (CERTIFICATE N0460)

Business Division N0460

The Accounting - Computerized Certificate provides basic accounting skills and knowledge combined with additional training in computer applications common to the accounting industry. This certificate program prepares the student for an entry-level position as an accounting clerk that requires computer skills in areas such as utilization of accounting software, accounts receivable, accounts payable, inventory tracing/reporting, bank reconciliation, expense reporting, and account analysis.

Required Courses

Course Prefix	Course Name	Units
BUSA 7	Principles of Accounting - Financial	5
or BUSA 72	Bookkeeping - Accounting	
BUSA 75	QuickBooks for Accounting	3
BUSA 76	Excel for Accounting	3
CISB 15	Microcomputer Applications	3.5
Choose a minimum of 6 units from the following:		6-7
CISB 11	Computer Information Systems	
CISB 21	Microsoft Excel	
CISB 31	Microsoft Word	
CISB 51	Microsoft PowerPoint	
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
Total Units		20.5-21.5

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Process collections from customers and update accounts receivable.
- Prepare financial statements.
- Solve managerial accounting problems with Excel software.

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