

# ACCOUNTING - COMPUTERIZED

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## Certificate of Completion

#24246

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 tracking and 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 \(SLOs\)](#) for this program.

## Required Courses

Course Prefix	Course Name	Units
VOC BA07 or VOC BA72	Principles of Accounting - Financial Bookkeeping - Accounting	
VOC BA75	QuickBooks for Accounting	
VOC BA76	Excel for Accounting	
VOC CSB15	Microcomputer Applications	
Choose at least two (2) courses from the following:		
VOC CSB11	Computer Information Systems	
VOC CSB21	Microsoft Excel	
VOC CSB31	Microsoft Word	
VOC CSB51	Microsoft PowerPoint	
VOC CI11 & CI11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	