

ACCOUNTING - COMPUTERIZED

#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

Column 1	Column 2
This certificate requires:	
Completion of the Accounting - Bookkeeping coursework	
PLUS	
Completion of the Accounting - Computerized coursework	

Required Coursework

Course Prefix	Course Name	Units
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	