



**Accounting Clerk/Bookkeeper
Certificate**

2007-2008

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

REQUIREMENTS FOR CERTIFICATE:

Recommended Course Sequence:

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

* Course has a prerequisite

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

TOTAL CERTIFICATE REQUIREMENTS 28.5 Units

Business, Technology, Family and Consumer Sciences (530) 225-4645

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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)