

Micro Technician Bookkeeper

Certificate of Proficiency

Career/Technical (Major Code: 02320)

Designed for those students with no prior accounting or computer experience and who want to learn how to use the microcomputer as a tool for accounting applications. Students will gain essential accounting and computer skills necessary for today's entry-level bookkeeping positions.

ACCT 12 Computerized Accounting	3
ACCT 101 Principles of Accounting I	4
CIS 122B Spreadsheet Software—	Excel 1
CIS 133 Advanced Microcomputer Spreadsheets Software	<u>1</u>
Total units 9	