

# COMPUTERIZED ACCOUNTING SPECIALIST

## Overview

### Computerized Accounting Specialist Technical Certificate

Program Code: 40-101-CC

Learn to manage finances with technology, including popular accounting programs like Quicken, QuickBooks and Excel. Explore basic accounting principles and financial spreadsheet tips and techniques.

The minimum required course grades and program grade point average (GPA) for students under this catalog are:

Core Courses = C  
General Studies Courses = C  
Program GPA = 2.0

## Required Courses

Code	Title	Credits
Core Courses		
101-104	Accounting Spreadsheets	2
101-111	Accounting I - Principles	4
101-113	Accounting II - Principles	4
101-118	Beginning Quickbooks	1
Approved Substitute: 101-114		
101-141	Payroll Systems	2
Approved Substitute: 101-114		
106-162	Introduction to Microsoft Word	1
Approved Substitute: 106-110		
106-163	Intro to Microsoft Excel	1
Approved Substitute: 106-110		
General Studies		
804-123	Math w Business Apps	3
Approved Substitutes: 804-107 OR 804-115 OR 804-116 OR 804-118 OR 804-195 OR 804-198 OR 804-211		
Total Credits		18

## Part-time, Fall Start Plan

Code	Title	Credits
Fall		
101-111	Accounting I - Principles <small>This course runs 16 weeks.</small>	4
804-123	Math w Business Apps	3
Spring		
101-118	Beginning Quickbooks	1
101-123	Income Tax I	4
Total Credits		12

## Part-time, Spring Start Plan

Code	Title	Credits
Spring		
101-111	Accounting I - Principles <small>This course runs 16 weeks.</small>	4
804-123	Math w Business Apps	3
Summer		
101-118	Beginning Quickbooks	1
Fall		
101-123	Income Tax I	4
Total Credits		12