

COMPUTERIZED ACCOUNTING SPECIALIST NONCREDIT CERTIFICATE

690 - 720 HOURS Tuition Free

Program Goal. Prepare students for entry- or mid-level jobs in the accounting and related fields. This program provides both manual and computerized instruction in maintaining records and in preparing appropriate reports and analyses. The Student will also learn the accounting functions of spreadsheet programs to assist in the preparation of financial reports.

Learning Outcomes:

- Keyboard a minimum of 35 net words a minute.
- Describe and apply accounting principles and concepts.
- Use a computer to maintain accounting records.
- Demonstrate appropriate language including word choice and sentence variety.
- Utilize a variety of business applications software including word processing, spreadsheet, database, computerized accounting.



www.ccsf.edu/bus/certiport

Advisory Entrance Requirements: ESLN 3700 or TRST 2321

Exit Requirements:

Successful completion of all courses with a passing grade of “C” or higher. Typing: 35+ wpm in a timed test with 90% accuracy. Minimum attendance of 80% in all classes is required. Completion of certificate coursework within two years.

Financial Assistance:

Certificate is Eligible for financial assistance. Please consult a counselor for further information.

630 Hours Available for Courses Required for the Computer Accounting Specialist Certificate - Fall 2016!

X	CORE FALL 2016	CHINATOWN	CIVIC CENTER	DOWNTOWN	JOHN ADAMS	MISSION	HRS
	COMP 9857 MS Office w/Simulated Projects	82882		82991		80039	45
	COMP 9904 Microsoft Excel for Business II	81675		80231 & 82884	80233	80910 & 81678	45
	COMP 9932 Excel for Accounting Principles	82896		Spring 2017	82895	82897	45
	COMP 9928 PowerPoint for Business	80862		80861	80913	81043 & 82964	45
	BOSS 4500 Business English I	82873		81339	82954		45
	BOSS 4501 Business English II	82874		81341	82955		45
	BOSS 4510 Business Communications			82067			45
	BOSS 5500 Keyboarding for Computers	81346 & 82958	82956 & 82957	82264 & 82769	82876	82766	45
	PLUS COMBO						
	ACBO 9206 Basic Accounting Concepts I	82868		82767		82592 & 82952	45
	ACBO 9207 Basic Accounting Concepts II	82869		81032		81894	45
	ACBO 9205 QuickBooks Complete			Spring 2017	82867		90
	OR ACBO 9208 QuickBooks: Level 1	82549		81688 & 82550		80924 & 82953	-
	ACBO 9209 QuickBooks: Level 2	82595		82596 & 82597		82598	-
	BOSS 3500 Job Preparation			82065			45