

Name: \_\_\_\_\_ SID #: \_\_\_\_\_

**CERTIFICATE MAJOR: BUSINESS – ACCOUNTING/BOOKKEEPING**

**(Certificate of Achievement)**

CERTIFICATE REQUIREMENTS	Units	Other Colleges	Fa/Sp/Su and Year	Grade Earned
<b>REQUIRED CORE:</b>	10-11			
BUSC 109 Keyboarding for Computers (1) or typing proficiency test : 21 wpm with 5 or fewer errors in 5 mins. (0)				
BUSI 110 Business Mathematics (3)				
BUSI 120A Basic Accounting (4)				
BUSI 120B QuickBooks Online Acctg Sftwr (3)				
<b>Select one of the following MS Office paths:</b>	3			
BUSC 140 Computer Apps - MS Ofc Word (1) & BUSC 150 Computer Apps - MS Ofc Excel (1) & BUSC 160 Computer Apps - MS Ofc PowerPoint (1)				
<b>OR</b>				
CSIS 50 MS Office Applications (2) & CSIS 50L MS Office Applications Lab (1)				
<b>TOTAL CERTIFICATE UNITS</b>	<b>13-14</b>			

	<b>C</b>
At least 12 units in the major in residence	
Completion of Major (Grade of "C" or better in each course)	

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_