

Computerized Accounting Certificate of Achievement

Los Angeles Pierce College

Computer Applications and
Office Technologies
Department



Enroll in this short certificate program to meet transfer requirements and add value to your resume:

- Learn valuable job skills in automated systems and procedures for bookkeeping and accounting applications, processing financial data, and creating managerial reports.
- The Associate of Science for Transfer Degree in Business Administration includes three of the courses in this certificate: Accounting 1, CAOT 82, and CAOT 32.

Certificate-Required Courses

Course	Course Name	Units
ACCTG 1	Introductory Accounting 1	5
CAOT 78	Microcomputer Accounting Applications for the Electronic Office (QuickBooks)	3
CAOT 82	Microcomputer Software Survey in the Office (Microsoft Office)	3
CAOT 85	Microcomputer Office Applications: Spreadsheet (Microsoft Excel)	3
CAOT 92	Computer Windows Applications	2
OR		
CAOT 32	Business Communications	3
	Total Units	6-17

*For an Associate of Arts degree or a two-year certificate in Accounting, refer to listing in General Catalog under Business Administration: Accounting

For more information, EMAIL US AT:

CAOT-Info@PierceCollege.edu

OR VISIT OUR WEBPAGE:

http://www.piercecollege.edu/departments/c_a_o_t_hospt/