

BOOKKEEPING

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Certificate of Proficiency

30104 (Available On Campus and Online)

Advisor: Michael Fox

This certificate will prepare you for entry-level positions in bookkeeping and accounting.

Curriculum Requirements

AIS 117	Electronic Keyboarding I OR	
AIS 118	Electronic Keyboarding II	3 credits
AIS 214	The Office Professional	3 credits
BUS 101	Fundamentals of Accounting OR	
BUA 233	Uses of Accounting Information I	3 credits
BUS 111	Business Mathematical Calculations	3 credits
BUS 205	Accounting with QuickBooks	3 credits
CMP 101	Introduction to Computers OR	
CMP 103	Introduction to Computer Based Systems	3 credits
Total Minimum Certificate Requirements - 18 credits		

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 9 certificate credits at Eastern Arizona College.