Fresno City College

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

Major Requirements: 23.5-24 units

A grade of "C" or better is required in the following courses

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CERTIFICATE OF ACHIEVEMENT (F.2405.CA)	C-ID	Units	Completed	In Progress	Planned
ACCTG 4A/4AH, Financial Accounting **OR** BT 131, Applied Accounting		3.5-4			
ACCTG 19, Work Experience (Cooperative), Occupational		3			
ACCTG 34. Accounting Spreadsheets **OR** CIT 23, Spreadsheets Fundamentals		2			
ACCTG 55, Accounting Methods		1.5			
ACCTG 70, Quickbooks Fundamentals **OR** ACTG 73 SAGE 100/MAS 90 Fundamentals		2			
BT 23, Job Search & Workplace Skills		3			
BT 104, Ten-Key Calculation		2			
BT 106, Computer Keyboarding		1.5			
BT 112, Business English		3			
BT 126, Automated Business Records		1			
BT 127, Microsoft Outlook and E-mail		1			

Notes:

1. This curriculum is designed for entry-level employment as an account clerk using various software packages and the latest in business technology to perform various accounting functions.
2. The Certificate of Achievement requires completion of the major (23.5-24 units) with a "C" or better grade in each course.