



Accounting Computer Specialist Certificate Fall 2011

ACTG 100	Accounting Procedures			3.0 units
	80003	Th 11:10-12:25	Ortiz	
	80005	W 6:30-9:35pm	Steinberg	
	80006	ONLINE/Sat 8:30-11:50	Zhang	
ACTG 103	Ten-Key Skills			.5 unit
	88203	TTh 12:35-1:50pm	Motipara	8/24 – 9/14
ACTG 194	Intro to QuickBooks Pro 2009			1.0 unit
	87335	ONLINE	Richardson	8/23 – 9/27
CAOT 104	Intro to Computers with Windows I			1.5 units
	88248	MWF 9:10-10:00	Motipara	8/17 – 10/10
	88250	T 6:30-9:35pm	Roumbanis	8/23 – 10/18
CAOT 225	Spreadsheets I: Excel			1.0 unit
	88259	MWF 10:10-11:00	Roumbanis	8/17 – 9/23
	88260	W 6:30-9:30pm	Corzonkoff	8/17 – 9/21
	88295	ONLINE	Roumbanis	8/23 – 9/27
CAOT 226	Spreadsheets II: Excel			2.0 units
	88300	MWF 10:10-11:00	Roumbanis	9/26 – 12/14
	88301	W 7:00-10:00pm	Corzonkoff	9/28 – 12/14
	89199	ONLINE	Roumbanis	10/4 – 12/13
CAOT 301	Maximizing Your Employment Potential			1.0 unit
	88348	ONLINE	Cervantes	9/29 – 11/3
TOTAL REQUIRED UNITS				10 UNITS

Minimum C grade required in all courses applied to the certificate