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## Skyline College Accounting Computer Specialist Certificate Summer 2011

ACTG 100	Accounting Procedures 50001 MTWTH 8:10-10:15 (6/20 – 7/28) Steinberg 50002 MW 6:30-9:55 pm (6/20 – 8/3) Zhang	3.0 units
ACTG 103	Ten-Key Skills <i>Not offered summer 2011</i>	.5 unit
ACTG 194	Intro to QuickBooks Pro 53333 ONLINE (6/20 – 7/7) Richardson	1.0 unit
CAOT 104	Intro to Computers with Windows I 53992 MTWTH 8:10-10:15 Roumbanis	1.5 units
CAOT 225	Spreadsheets I: Excel 51849 MTWTH 10:30-12:0 (6/20 – 6/30) Roumbanis 52710 ONLINE (6/20 – 7/21) Roumbanis	1.0 unit
CAOT 226	Spreadsheets II: Excel <i>Not offered in summer 2011</i>	2.0 units
CAOT 301	Maximizing Your Employment Potential <i>Not offered in summer 2011</i>	1.0 unit
TOTAL REQUIRED UNITS		10 UNITS

*Minimum C grade required in all courses applied to the certificate*

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