



Fresno City College

Accounting
COMPUTERIZED ACCOUNTING FOR
THE WORKPLACE
2024-2025

Name: _____

ID: _____

Date: _____

Counselor Contact: _____

Major Requirements: 14-15 units

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

CERTIFICATE OF ACHIEVEMENT (F.2056.CA)	C-ID	Units	Completed	In Progress	Planned
ACCTG 4A, Financial Accounting	ACCT 110	4			
ACCTG 19, Work Experience Education		3			
ACCTG 56, Payroll Accounting		3			
ACCTG 70, Quickbooks Fundamentals		3			
BT 24/CIT 31, Beginning Excel OR CIT 23, Spreadsheets Fundamentals		1-2			

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 (14-15 units) with a "C" or better grade in each course.