



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Short Certificate - Basic Accounting

Required courses	28
BUS 241 Principles of Accounting I.....	3
BUS 242 Principles of Accounting II.....	3
BUS 150 Business Math.....	3
CIS 146 Microcomputer Applications.....	3
CIS 101B Computer Applications Lab.....	1
OAD 101 Beginning Keyboarding.....	3
OAD 130 Electronic Calculations.....	3
ACC 149 Spreadsheet Software.....	3
ACC 150 Computerized General Ledger.....	3
Additional certificate requirements	3
ORI 105 Orientation and Student Success.....	3
Total	28