

# Computerized Accounting Certificate of Achievement

Los Angeles Pierce College

Computer Applications and  
Office Technologies  
Department

**Enroll in this short certificate program to meet transfer requirements and add value to your resume:**

- Learn valuable job skills in automated systems and procedures for bookkeeping and accounting applications, processing financial data, and creating managerial reports.
- The Associate of Science for Transfer Degree in Business Administration includes three of the courses in this certificate: Accounting 1, CAOT 82, and CAOT 32.

## Certificate-Required Courses

Course	Course Name	Units
ACCTG	Office)	3
eadsheet (Microsoft Excel)		3
		2
		3

Units

6-17

\*For an Associate of Arts degree or a two-year certificate in Accounting, refer to listing in General Catalog under Business Administration: Accounting

[For more](#)