



Business, Law, and Information Technology Career and Academic Pathways (CAPs) Program Map: Skills Certificate for Accounting Using QuickBooks Pro

Total number of units: 3 units

Top Code/Academic Plan: 0502.00

Updated on July 6, 2021

Semester 1	Course Code	Course	Units	Notes	Advising Notes
Program Course	ACCTG 032	Accounting using QuickBooks Pro	3	This course is offered fall and spring semesters.	

Total Units 3

Degree Path and Requirements:

The Accounting Using QuickBooks Pro skills certificate includes 3 program units. This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#).

Department Advising Notes:

Fulfill your passion in the business world by pursuing one of the many options or pathways available through the Business Administration Department at ELAC. The demand for business, financial, and technical professionals has never been higher. Our department will give you the skills and confidence to succeed in the career of your choice.

We offer courses in ten different disciplines so no matter what your interest is, we have an opportunity for you to pursue. We have student clubs that provide a collegial atmosphere to learn about business and learn how to socialize and work with other people.

In addition to the courses currently offered, the Business Administration Department is continually updating its curriculum and creates new courses, certificates, and degrees in response to the demand of the real world.

Program Description

The Accounting Using QuickBooks Pro skills certificate prepares students to create and set up a company, input transactions, create and modify a database, and generate and analyze reports.

Career and Transfer Opportunities

The Accounting Using QuickBooks Pro skills certificate prepares students for entry-level accounting clerk and bookkeeping positions in small businesses.

Visit the [Transfer Center](#) for transfer and guaranteed transfer information, which varies based on transfer college. Make an appointment with [a counselor](#) for transfer information. Students can visit [Career and Job Services](#) or [Career Coach](#) for career counseling and further exploration.

Youtube Videos

[Bookkeeping, Accounting, and Auditing Clerk Career Video](#)

Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

Prerequisite Course

A specific course that must be completed before advancing to the next course.

Check the online catalog at elac.edu for the latest and most accurate information.

Contact

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