

Professional Career Academy at VAS

Name:		Date:
Certification Requirements		
Office Assistant	Administrative Assistant	Bookkeeping /Accounting Technician
<ul style="list-style-type: none"> • Keyboarding/Intro. To Word • Business Essentials • Computers for Business 1 & 2 	<ul style="list-style-type: none"> • Keyboarding/Intro. To Word • Business Essentials • Computers for Business 1 & 2 • Bookkeeping /Accounting 1 	<ul style="list-style-type: none"> • Keyboarding/Intro. To Word • Business Essentials • Computers for Business 1 & 2 • Bookkeeping /Accounting 1 & 2 • Computerized Accounting (QuickBooks)
Upon Completion Type 35 gwpm	Upon Completion Type 45 gwpm	Upon Completion Type-45 gwpm

**Vista Adult Education is proud to announce the
Professional Business Academy
BOOKKEEPING/ACCOUNTING
CERTIFICATE PROGRAM PATHWAY**

**Students successfully completing the following courses
will earn Certification as a
Bookkeeping/Accounting Technician.**

- (1) Business Essentials
- (2) Computers for Business I
- (3) Computers for Business II
- (4) Bookkeeping and Accounting Practices I
- (5) Bookkeeping and Accounting Practices II
- (6) Computerized Accounting (QuickBooks)