

Business and Computing Division

ACCOUNTING CERTIFICATE OF ACHIEVEMENT

The Accounting certificate program contains coursework in financial and managerial accounting, computerized accounting, and intermediate, tax, and cost accounting. Completing the program will provide students with the skills necessary for employment in a variety of accounting positions. Career opportunities include: accounts payable/receivable specialist, cost accountant, disbursement specialist, full charge bookkeeper, general ledger specialist, junior accountant, payroll specialist, senior accountant, and tax staff.

Program Outcomes

1. Demonstrate various activities performed in the accounting function of industry, apply comprehensive accounting skills, utilize technical knowledge, and display ethical behaviors and practices.
2. Demonstrate technical knowledge of accounting related topics that provide major course transfer to a four-year institution.

Required Courses

Course Title	Courses Number	Units
FIRST SEMESTER:		
Financial Accounting	ACCT A101	4
Introduction to Business/Honors	BUS A100/A100H	3
Introduction to Computer Information Systems	CIS A111	3
	Subtotal:	10
SECOND SEMESTER:		
Managerial Accounting	ACCT A102	4
Accounting Information Systems 1	ACCT A110	3
	Subtotal:	7
THIRD SEMESTER:		
Intermediate Accounting 1	ACCT A212	3
Business Communication	BUS A139	3
	Subtotal:	6
FOURTH SEMESTER:		
Individual Income Tax	ACCT A111	3
Or		
Business Taxation	ACCT A116	3
Coast Accounting	ACCT A210	3
Intermediate Accounting 2	ACCT A213	3
Auditing	ACCT A218	3
	Subtotal:	12
	Total Units:	35

Accounting Certificate Suggested Electives

Course Title	Course Number	Units
Volunteer Income Tax Assist	ACCT A114	1
Payroll	ACCT A119	3
Not-for-Profit Accounting	ACCT A216	3
Business Law	BUS A110	3
Introduction to Entrepreneurship	BUS A240	3
Applied Management	MGMT A100	3
Human Relation & Supervision	MGMT A115	3

ASSOCIATE IN SCIENCE DEGREE

Complete the Certificate of Achievement and Associate in Science graduation requirements as outlined in the Graduation Requirements section of the catalog.