

# CERTIFICATE OF ACHIEVEMENT



The certificate curriculum in Accounting prepares students for employment and advancement opportunities in business and industry such as financial institutions, hospitals, manufacturing and construction companies, wholesale and retail companies, transportation, utilities, educational institutions, all levels of government and the military. Entry-level employment opportunities include positions in general bookkeeping, accounts receivable/payable, payroll, income tax preparation, cost accounting and auditing.

To earn a **Certificate of Achievement in Accounting**, students must complete the following courses with a grade of "C" or better:

Required Courses	Units	N	IP	C
<b>ACCT 101/H</b> Financial Accounting/*Honors	<b>4</b>			
<b>ACCT 102/H</b> *Managerial Accounting/*Honors	<b>4</b>			
<b>ACCT 103</b> Payroll Accounting	<b>3</b>			
<b>ACCT 106</b> Computerized Accounting	<b>3</b>			
<b>ACCT 203</b> *Introduction to Cost Accounting	<b>3</b>			
<b>BUSL 110</b> Legal Environment of Business	<b>3</b>			
<b>CIT 117</b> Microsoft Excel	<b>3</b>			
<b>MGMT 101</b> Introduction to Business	<b>3</b>			
<b>ENGL 101</b> *College Composition and Research Or	<b>3.5</b>			
<b>MGMT 108</b> Business Writing	<b>3</b>			
<b>Choose a minimum of 6 units from the following:</b>				
<b>ACCT 104</b> *Introduction to Governmental and Not-For-Profit Accounting	<b>3</b>			
<b>ACCT 105</b> Income Tax Accounting	<b>3</b>			
<b>ACCT 107</b> Accounting Ethics	<b>3</b>			
<b>ACCT 108</b> Volunteer Income Tax Assistance Program I	<b>1</b>			
<b>ACCT 109</b> *Volunteer Income Tax Assistance Program II	<b>1</b>			
<b>ACCT 110</b> *Excel for Business and Accounting	<b>1</b>			
<b>ACCT 290</b> CWE/Internship for Accounting Related Fields	<b>1-4</b>			
<b>FIN 101</b> Introduction to Financial Planning	<b>3</b>			
<b>Total units needed for Certificate of Achievement</b>	<b>35-35.5</b>			
Units Completed				
*Prerequisite/Corequisite				
<i>Courses are not necessarily listed in order of enrollment; see prerequisites</i>				