

CERTIFICATE OF ACHIEVEMENT

ACCOUNTING

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. Accounting majors intending to obtain a bachelor's degree in accounting should refer to the Business Administration transfer curriculum. 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
ACCT 101/H	Financial Accounting/*Honors	4			
ACCT 102/H	*Managerial Accounting/*Honors	4			
ACCT 106	Computerized Accounting	3			
BUSL 110	Legal Environment of Business	3			
CIT 117	Microsoft Excel	3			
MGMT 101	Introduction to Business	3			
ENGL C1000	*Academic Reading and Writing	3.5			
Or					
MGMT 108	Business Writing	3			
ECON 101/H	Principles of Macroeconomics/*Honors	3			
ECON 102/H	Principles of Microeconomics/*Honors	3			
Choose a minimum of 6 units from the following:					
ACCT 103	Payroll Accounting	3			
ACCT 104	*Introduction to Governmental and Not-For-Profit Accounting	3			
ACCT 105	Income Tax Accounting	3			
ACCT 107	Accounting Ethics	3			
ACCT 108	Volunteer Income Tax Assistance Program I	1			
ACCT 109	*Volunteer Income Tax Assistance Program II	1			
ACCT 110	*Excel for Business and Accounting	1			
ACCT 203	*Introduction to Cost Accounting	3			
ACCT 290	WEE/Internship for Accounting Related Fields	1-4			
FIN 101	Introduction to Financial Planning	3			
Total units needed for Certificate of Achievement		35-37.5			
Units Completed					
*Prerequisite/Corequisite					
<i>Courses are not necessarily listed in order of enrollment; see prerequisites</i>					