

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 Or	3.5			
MGMT 108 Business Writing	3			
ECON C2002/H *Principles of Macroeconomics/*Honors	3			
ECON C2001/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 204 *Forensic Accounting	3			
ACCT 205 *Auditing	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>				