

PROGRAM OF STUDY

Accounting Certificate of Achievement

The accounting certificate program is designed to provide students with the skills and knowledge required for entry-level positions in accounting industry, government, financial institutions, and small businesses. The program encompasses classroom instruction and extensive hands-on application with both manual and computerized accounting systems.

To earn a Certificate of Achievement in Accounting students must complete 18 specified units below.

REQUIRED CORE COURSES: Complete the following courses (15 units)		Units
LIST A: Select and complete one course (3 units)		
ACCT M01	Introduction to Accounting	3
ACCT M110	Financial Accounting	3
LIST B: Select and complete the following four courses (12 units)		
ACCT M60	Spreadsheet Accounting 1	3
ACCT M62	Computerized Accounting Applications	3
ACCT M70	Payroll Accounting	3
BUS M30	Introduction to Business	3
RESTRICTIVE ELECTIVES: Select and complete one course (3 units) from the following		Units
Any course from LIST A not already used		3
ACCT M120	Managerial Accounting	3
BUS M32	Entrepreneurship and Small Business Management	3
BUS M39	Business Communication	3
Total Units		18