

## ACCOUNTING II

CERTIFICATE OF ACHIEVEMENT (18 units)

Provides a comprehensive understanding of fundamental accounting principles. It will prepare students for employment as bookkeepers, accounting supervisors, payroll clerks, or accounts payable/receivable clerks, in small businesses, governments, and financial institutions. The program encompasses classroom instruction, and extensive hands-on application with both manual and computerized accounting systems.

### SEMESTER I (FALL EXAMPLE)

FIRST 8 WEEKS	SECOND 8 WEEKS
<b>ACCT M110 (3 units)</b> Financial Accounting	<b>ACCT M60 (3 units)</b> Excel for Accounting
<b>BUS M30 (3 units)</b> Introduction to Business	<b>ACCT M62 (3 units)</b> QuickBooks for PCs

### SEMESTER II (SPRING EXAMPLE)

FIRST 8 WEEKS	SECOND 8 WEEKS
<b>ACCT M70 (3 units)</b> Payroll Accounting	
<b>BUS M39 (3 units)</b> Business Communication	

*This program map reflects one possible pathway and is for reference only.*

*Schedule an appointment to create a personalized education plan.*

*Program requirements may change; speak with the PACE Program to review your academic goals.*