

CERTIFICATE OF ACHIEVEMENT



Accounting

The Certificate curriculum in accounting program 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 level 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, with a grade of "C" or better, the following courses:

Required Courses	Units	N	IP	C
ACCT 101 Financial Accounting	4			
ACCT 111 Financial Accounting Lab	1			
ACCT 113 Excel for Financial Accounting	1			
ACCT 102 *Managerial Accounting	4			
ACCT 112 Managerial Accounting Lab	1			
ACCT 114 Excel for Managerial Accounting	1			
ACCT 092 Introduction to Cost Accounting	3			
ACCT 093 Income Tax Accounting	3			
ACCT 094 Computerized Accounting	3			
BUSL 110 Business Law	3			
MGMT 108 Business Communications	3			
MGMT 101 Introduction to Business	3			
Total units needed for Certificate of Achievement	30			
Units Completed				
* Prerequisite				
<i>Courses are note necessarily listed in order of enrollment , see prerequisites</i>				