

# ACCOUNTING

DIVISION OF BUSINESS

## CERTIFICATE OF ACHIEVEMENT

### *Computerized Accounting Systems*

This program is designed to provide students with basic accounting skills and knowledge necessary to obtain entry-level accounting and other accounting support positions in small and medium-sized businesses, which use computerized accounting systems. It will prepare students for advancement opportunities in the field of accounting.

To acquire the **Certificate of Achievement in Computerized Accounting Systems**, it is necessary to complete the following courses:

<b>Required Courses</b>	<b>Units</b>
ACCT 101 or Financial Accounting.....	4
ACCT 101H *Financial Accounting Honors.....	4
CIT 117 *Microsoft Excel .....	3
MGMT 108 or Business Writing.....	3
MGMT 208 or *Business Communications .....	3
ENGL 101 *College Composition and Research .....	3.5
ACCT 106 Computerized Accounting.....	3
ACCT 103 Payroll Accounting.....	3

**Units Required 16-16.5**

*\*Prerequisite*

## CERTIFICATE OF SKILL PROFICIENCY

### *Income Tax Preparer*

This certificate is designed for individuals desiring to enter the tax preparation field with a minimum of course requirements. Upon successful completion of this certificate, students will possess the knowledge and practical experience necessary to prepare personal income taxes effectively. By completing the tax course, students will receive the qualifying education required by the California Tax Education Council to become a California Registered Tax Preparer.

<b>Required Courses</b>	<b>Units</b>
ACCT 105 Income Tax Accounting.....	4
ACCT 108 Volunteer Income Tax Assistance Program I.....	1
ACCT 109 *Volunteer Income Tax Assistance Program II .....	1

**Units Required 6**

*\*Prerequisite*