

# ACCOUNTING II, CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Accounting II 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 II, students must complete 18 specified units below:

Course ID	Title	Units/ Hours
<b>Required Courses</b>		
ACCT M01 or ACCT M110	Introduction to Accounting Financial Accounting	3
BUS M30	Introduction to Business	3
ACCT M60	Excel for Accounting	3
ACCT M62	Quickbooks For PCs	3
ACCT M70	Payroll Accounting	3
<b>Units from Restrictive Electives</b>		<b>3</b>
<b>Total Units</b>		<b>18</b>

Course ID	Title	Units/ Hours
<b>Restrictive Electives - Select and complete one course (3 units) from the following</b>		
Any course from Required Course List not already used		3
BUS M32	Entrepreneurship and Small Business Management	3
BUS M39	Business Communication	3
ACCT M40	Accounting Ethics	3
ACCT M50	Principles of Income Taxation	3
ACCT M51	Volunteer Income Tax Assistance (VITA)	3
ACCT M52	Taxation of Business Entities	3
ACCT M120	Managerial Accounting	3

<b>Year 1</b>		
<b>Fall Semester</b>		<b>Units/Hours</b>
ACCT M01 or ACCT M110	Introduction to Accounting or Financial Accounting	3
BUS M30	Introduction to Business	3
<b>Units/Hours</b>		<b>6</b>
<b>Spring Semester</b>		
ACCT M60	Excel for Accounting	3
ACCT M62	Quickbooks For PCs	3
ACCT M70	Payroll Accounting	3
ACCT M120	Managerial Accounting	3
<b>Units/Hours</b>		<b>12</b>
<b>Total Units/Hours</b>		<b>18</b>

Upon successful completion of this program, students will be able to:

- demonstrate the ability to prepare calculations and use financial information for business management and decision making.