

# ACCOUNTING I, CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Accounting I will provide students with the skills and knowledge required for entry-level bookkeeping positions in 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 9 specified units.

Course ID	Title	Units/ Hours
<b>REQUIRED CORE COURSES</b>		
Complete the following courses (9 units)		
ACCT M01	Introduction to Accounting	3
or ACCT M110	Financial Accounting	
ACCT M60	Excel for Accounting	3
ACCT M62	Quickbooks For PCs	3
<b>Total Hours</b>		<b>9</b>

Year 1		
Fall Semester		Units/Hours
ACCT M01	Introduction to Accounting	3
or ACCT M110	or Financial Accounting	
	<b>Units/Hours</b>	<b>3</b>
Spring Semester		
ACCT M60	Excel for Accounting	3
ACCT M62	Quickbooks For PCs	3
	<b>Units/Hours</b>	<b>6</b>
	<b>Total Units/Hours</b>	<b>9</b>

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

- record and post original business transaction, and adjusting and closing entries.
- prepare basic financial statements.