

ACCOUNTING, CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Accounting enables students to demonstrate an understanding of basic accounting principles and procedures, as well as the role of accounting and bookkeeping within various business organizations. Students will be able to analyze, process and report financial information within established manual and computerized protocols, and they will understand the importance of ethics and social responsibility in the accounting profession.

Study in accounting leads to a variety of employment opportunities in organizations in the public and private sectors of the economy. Upon completion of the certificate of achievement, students will be prepared for entry-level positions within business organizations, to advance to an associate degree in accounting, and will possess the rudimentary information necessary to start their own businesses.

Transfer requirements may differ.

See *counselor* or *consult* assist.org. (<http://assist.org>)

Course ID	Title	Units/ Hours
Required Core Courses		
ACCT V01A	Financial Accounting	4
ACCT V01B	Managerial Accounting	4
ACCT V03	Introduction to Accounting	3
ACCT V08	Quickbooks	3
Required Core Units		14
Required Additional Courses		
BUS V17 or BUS V62	Computer Applications Microsoft Excel	3
BUS V30 or BUS V43 or BUS V45	Introduction to Business International Business Business Communications	3
Required Additional Units		6
Total Required Units		20

Recommended Course

In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking the following course: BUS V07A Business Calculations (Units: 3). Although this supplemental course may be of value to the student, please note that it does **not** satisfy the requirements for this certificate.

Year 1		Units/Hours
Fall Semester		
ACCT V03	Introduction to Accounting	3
BUS V17 or BUS V62	Computer Applications or Microsoft Excel	3
BUS V30 or BUS V43 or BUS V45	Introduction to Business or International Business or Business Communications	3
Units/Hours		9
Spring Semester		
ACCT V01A	Financial Accounting	4

ACCT V08	Quickbooks	3
Units/Hours		7
Year 2		
Fall Semester		
ACCT V01B	Managerial Accounting	4
Units/Hours		4
Total Units/Hours		20

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

- Demonstrate an understanding of basic accounting procedures.
- Analyze, process, and prepare financial information within established protocols.
- Present and interpret financial information.