

BOOKKEEPING, CERTIFICATE OF ACHIEVEMENT

Successful completion of the Certificate of Achievement in Accounting Technician will provide the skills necessary for an entry-level job as an Accounting Technician, accounting clerk or auditing clerk. Students will learn how to keep accurate accounting records for assets, liabilities, and equity, including revenues, expenses, accounts receivable, accounts payable, and payroll. Students will be able to complete bank reconciliations, payroll tax reports, and simple federal and state income tax returns. A code of ethics will be stressed throughout the program. Students who successfully complete this certificate may continue their education by taking additional courses that lead to an associate degree in Accounting Technician or an associate degree in Accounting.

Course ID	Title	Units/ Hours
Required Courses		
ACCT V01A	Financial Accounting	4
ACCT V02	Income Tax Fundamentals	3
ACCT V03	Introduction to Accounting	3
ACCT V08	Quickbooks	3
BUS V62	Microsoft Excel	3
BUS V30 or BUS V55	Introduction to Business Corporate Finance	3
Total Units		19
Year 1		
Fall Semester		Units/Hours
ACCT V02	Income Tax Fundamentals	3
ACCT V03	Introduction to Accounting	3
BUS V62	Microsoft Excel	3
BUS V30 or BUS V55	Introduction to Business or Corporate Finance	3
Units/Hours		12
Spring Semester		
ACCT V01A	Financial Accounting	4
ACCT V08	Quickbooks	3
Units/Hours		7
Total Units/Hours		19

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