



ACCOUNTING

- Certificate of Achievement in Accounting

Upon completion of this course of study a student will be prepared for an entry-level position in accounting. The student will have acquired skills necessary to be able to use either manual or computerized accounting. In addition to accounting skill, the student will have additional proficiencies in word processing, spreadsheet and the ability to work better with others.

Program Contact: Eunji Seo (RC) and Alan Cade (MCCC) • Program Counselor: Steve Jones

SEMESTER 1

COURSE NUMBER	COURSE TITLE	UNITS	ADVISING/ACTION NOTES (including elective suggestions, support services, embedded certificates etc.)
ACCTG 4A	Financial Accounting	4	Join Institute of Management Accountants (IMA) at student rate
BA 10	Introduction to Business	3	
IS 15	Computer Concepts	3	
OT 12A or IS 18	Microsoft Excel Essentials or Spreadsheet Fundamentals	1.5	
	TOTAL UNITS	11.5	Meet with counselor to finalize Student Education Plan (SEP)

SEMESTER 2

COURSE NUMBER	COURSE TITLE	UNITS	ADVISING/ACTION NOTES (including elective suggestions, support services, embedded certificates etc.)
ACCTG 4B	Managerial Accounting	4	
BA 39 or STAT 7	Finite Math for Business or Elementary Statistics	3-4	
ACCTG 31	Computerized Accounting	3	
OT 13A	Microsoft Access Essentials	1.5	
BA 33	Human Relations in Business	3	
	TOTAL UNITS	14.5	Apply for graduation with your certificate

This map is intended to be used as a tool in discussion with your counselor for the creation of your personalized Student Education Plan (SEP).

CAREER OPPORTUNITIES

Students with this certificate may pursue careers in these industries:

Accounting, Management, Human Resources, Sales, Bookkeeping, Auditors

