

2025 - 2026

Accounting Certificate of Achievement

Complete the following program of study (Major #C.2010.CA). Major requirements (21.5 units minimum). Completion of this course of study prepares a student for entry level positions in bookkeeping/accounting. A student becomes conversant in business and accounting terminology enhancing their ability to work with coworkers and analyze and record business transactions in a manual or computerized accounting system. A student acquires the skills to use computer equipment and software common to many organizations for analysis, budgeting and financial statement preparation.

Name: _____ Student ID: _____ Date: _____

Course Overview and Selection

Required Core Courses:

Course	Course Description	Units	Completed	In Progress	Planned
ACCTG 4A	Financial Accounting	4			
ACCTG 4B	Managerial Accounting	4			
ACCTG 31	Computerized Accounting	3			
BA 10	Introduction to Business	3			
IS 15	Computer Concepts	3			
IS 18	Spreadsheet Fundamentals	1.5			

Select one course from the following: (3 units minimum)

Course	Course Description	Units	Completed	In Progress	Planned
ACCTG 40	Applied Accounting	4			
BA 33	Human Relations in Business	3			

Notes:

Total Units 21.5 – 22.5

All courses require a “C” (2.0) or higher.

Program Learning Outcomes:

A student who successfully completes this degree will be able to:

1. Use appropriate accounting vocabulary to communicate effectively in the business environment.
2. Apply proper accounting principles in the process of journalizing various accounting transactions.
3. Use critical thinking to analyze accounting data or information in order to prepare financial statements or a report evaluating that information.

Comments: