

ACCOUNTING

Certificate of Achievement

Accounting involves the preparation, examination, organization, management and design of accurate recording and reporting procedures of financial and business transactions. The Accounting program provides training in many phases of business and prepares a student for employment as an accounting clerk or business trainee. Accounting clerks are employed in nearly every kind of public and private organization. They are usually responsible for records of accounts receivable, accounts payable, payrolls, bank deposits, purchase orders, expense reports, or sales commissions.

Important: To obtain the Certificate of Achievement in Accounting, students must complete the following requirements with a minimum grade point average (GPA) of 2.0:

- The Accounting certificate requirements below.
- All major courses must be completed with a C or better.

Requirements for the Certificate

- Complete the following: ----- 23 units
 - BA 0920- Practical Accounting (3)
 - BA 0966- Computerized Accounting I (1.5)
 - BA 0967- Computerized Accounting II (1.5)
 - BA 1001- Financial Accounting (4)
 - BA 1006- Introduction to Business (3)
 - BA 1018- The Legal Environment of Business (3)
 - BA 1501- Managerial Accounting (4)
 - CSCI 1001- Introduction to Computer Science (3)

- Complete **one** of the following: ----- 3 units
 - CSCI 1024- Beginning Spreadsheets (*cross-listed as BA 1024*) (3)
 - CSCI 1524- Intermediate Spreadsheets (*cross-listed as BA 1524*) (3)

- Complete **one** of the following: ----- 3 units
 - ECON 1010- Principles of Macroeconomics (3)
 - ECON 1020- Principles of Microeconomics (3)

Total Units ----- 29