

## Accounting

**Award Type:** Certificate of Achievement

This program is designed for students preparing for, or advancing in careers in accounting and related finance careers. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounting supervisor, cost accountant, tax preparer, financial statement analyst, auditor, and commercial banker. Completion of this certificate will indicate to employers that these students have demonstrated proficiency in financial accounting, managerial accounting, tax accounting, and computer applications used in the accounting process such as QuickBooks (computer accounting software) and Excel (spreadsheet software).

**The graduate of the Certificate of Achievement in Accounting will:**

- Record common bookkeeping and accrual transactions in an accounting information system.
- Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.
- Prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders' equity and statement of cash flows.
- Perform common managerial/cost accounting analyses to help managers make better decisions.
- Prepare a basic individual and small business tax return and assist an individual or small business owner with common tax issues.
- Be proficient in the use of computer applications such as QuickBooks and Excel.
- Perform an effective analysis of financial statement information.

### Program Requirements

**A total of 21 units is required for the certificate.**

**Required core courses (21 units):**

Course Number	Course Title	Units
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
ACCT 150	Introduction to Accounting Information Systems	3.0
ACCT 160	Introduction Financial Statement Analysis	3.0
ACCT 170	Introduction to Tax Accounting	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0