

# Accounting Technician - Certificate of Achievement

+If you have completed coursework at another college and/or are starting in a semester other than a Fall term, please follow up with the Counseling Department to determine if this sequence is appropriate for your academic and career goals.

**Program Description:** In recent years, various changes in the business environment have occurred, including the emergence of new information technologies. Consequently, many businesses need to realign with the new Internet economy in order to compete effectively in our changing world. In addition, there are opportunities for e-business start-ups with sound business foundations and competitive strategies. This certificate of completion in E-Commerce Business attempts to provide students with the skill-building techniques and knowledge that will empower them to achieve career goals in the current e-business environment.

**Program SLO:** Analyze key issues relating to accounting principles and implementing accounting procedures to organize financial data based upon generally accepted accounting principles.

**Important Information:** For students interested in earning an Associate's degree and/or transfer, please follow up with the Counseling Office for additional information @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661)362-3811.

Major courses are sequenced and **BOLDED** based on recommendations by the [Business Department](#).

FA = Fall; WI = Winter; SP = Spring; SU = Summer

First Semester	(0-9 units minimum)		
Course	Title	Units	Major Courses
<b>BUS 100</b>	<b>Introduction to Business (FA, WI, SP, SU)</b>	<b>3</b>	<b>Major Course</b>
<b>CAWT 145</b>	<b>QuickBooks Pro (FA, SP, SU)</b>	<b>3</b>	<b>Major Course</b>
<b>BUS 157</b>	<b>Entrepreneurial Finance (FA, SP)</b>	<b>3</b>	<b>Major Course</b>
	<b>Term Totals:</b>	<b>9</b>	

Winter Intersession	(10-12 units minimum)		
Course	Title	Units	Major Courses
<b>CAWT 115</b>	<b>Business English (WI, SU)</b>	<b>3</b>	<b>Major Course</b>
	<b>Term Totals:</b>	<b>3</b>	

Second Semester	(13-20 units minimum)		
Course	Title	Units	Major
<b>BUS 101</b>	<b>Bookkeeping and Accounting (FA, SP, SU)</b>	<b>5</b>	<b>Major Course</b>
<b>BUS 211</b>	<b>Business Law (FA, WI, SP, SU)</b>	<b>3</b>	<b>Major Course</b>
	<b>Term Totals:</b>	<b>8</b>	

**Total Units: 20**

## Counseling Resources

Business Department: [www.canyons.edu/business](http://www.canyons.edu/business)

Counseling Department: <https://www.canyons.edu/student services/counseling/index.php>

COC Future Business Leaders of America – Phi Beta Lambda: [coc.pbl@gmail.com](mailto:coc.pbl@gmail.com)

Petition for Certificate of Achievement: Petitions are due in the fall/spring/summer term you will complete the requirements and may be submitted before your last term or up until the final day of the term. The petition form must be reviewed with a counselor and may be found here:

[https://www.canyons.edu/\\_resources/documents/student services/admissions/Petition\\_for\\_Associate\\_Degree\\_and\\_Certificate\\_of\\_Achievement.pdf](https://www.canyons.edu/_resources/documents/student services/admissions/Petition_for_Associate_Degree_and_Certificate_of_Achievement.pdf)

## **Career Resources**

Business Accounting/Transfer/Accounting Technician Career Tree:

<https://www.canyons.edu/academics/business/careertree/careertree-business-accounting-technician.php>

California Career Zone: [www.ca.careerzone.org](http://www.ca.careerzone.org)

O\*Net Online: [www.onetonline.org](http://www.onetonline.org)

Bureau of Labor and Statistics: [www.bls.gov](http://www.bls.gov)

Professional Associations:

American Institute of Professional Bookkeepers: <https://aipb.org/National>

Bookkeepers Association: <https://bookkeeperassociation.org/National>

Association of Certified Public Bookkeepers: <https://certifiedpublicbookkeeper.org/>