

PROGRAM OF STUDY

Accounting Technician Certificate of Achievement

This Department offers a comprehensive program for transfer and non-transfer students. The first two years of coursework in preparation for a four-year degree in Accounting and/or Business Administration may be completed, or students may earn associate degrees and/or certificates while exploring areas of personal interest or job enrichment. The Department offers a variety of courses in accounting, bookkeeping, business administration, international business, business mathematics, management, finance, investing, marketing, salesmanship, electronic commerce, advertising, ethics, law, conflict resolution and managing diversity in the workplace. Associate Degrees and Certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

Student Learning Outcome:

Analyze key issues relating to accounting principles and implement accounting procedures to organize financial data based upon generally accepted accounting principles.

Program Requirements:

		Units
BUS 100	Introduction to Business	3 - 0
BUS 101	Bookkeeping and Accounting	5 - 0
BUS 157	Entrepreneurial Finance	3 - 0
BUS 211	Business Law	3 - 0
CIT 115	Business English	3 - 0
CIT 145	Quickbooks	3 - 0

Total Units

20

PID 256