CA Accounting

The Certificate of Achievement is designed for those individuals that are interested in job opportunities at the entry level in bookkeeping and or computerized accounting data entry. Those students that are interested in becoming professional bookkeepers may apply some of the course work in the accounting A.S. degree.

Career Opportunities

The Certificate of Achievement is designed for those individuals that are interested in job opportunities at the entry level in bookkeeping and or computerized accounting data entry. Those students that are interested in becoming professional bookkeepers may apply some of the course work in this certificate to the Certificate of Achievement in Accounting and the accounting A.S. degree.

Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.
2. Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
3. Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
4. Analyze business issues, interpret financial data and identify economic trends.

Major: Core and Selective Requirements

Complete Core Courses, 21.5 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ACTG 180	Payroll Accounting	1.5 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units

Selective Courses, choose a minimum of 6 units from the following:		Units
ACTG 100	Accounting Procedures	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units