

BUSINESS - ACCOUNTING CERTIFICATE OF ACHIEVEMENT

This certificate program prepares students for accounting careers in account management of payroll, receivables, payables, as well as financial statement generation and tax preparation.

Required Courses:

		Units
BUS 110	Payroll Taxation	3
BUS 111	Federal Tax Accounting	3
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
CSC 104	Computers and Computer Applications	3

Plus 3 additional units selected from the following:

		Units
BUS 50	Mathematical Applications in Business	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
BUS 230	Introduction to Business	3
COM 210	Interpersonal Communication	3

Total units required for Certificate

20

Program Level Student Learning Outcomes:

1. Demonstrate skills and knowledge appropriate for an entry level position in this field of accounting.
2. Communicate clear understanding of the complex nature of business in a diverse economy and financial system.
3. Demonstrate critical thinking and decision-making skills in the business environment.