

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

Course Number	Course Name	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

Course Number	Course Name	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
COMM 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.