

# BUSINESS - ACCOUNTING/ BOOKKEEPING, CERTIFICATE OF ACHIEVEMENT

The Business Accounting/Bookkeeping Certificate of Achievement is designed for students who seek the core technical skills required for an entry-level bookkeeping role in a small business. It introduces students to the basics of accounting, as well as to keyboarding and business machine skills. It also offers training in computerized accounting systems. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science for Transfer degree (AS-T) in Business Administration.

## Learning Outcomes

Upon successful completion of the program, students will be able to:

- Apply generally accepted accounting principles and accounting fundamentals to complete the accounting cycle and communicate accounting information including utilizing necessary software tools.

## Certificate of Achievement Requirements

Code	Title	Units
<b>Required Core</b>		
Select one of the following:		0-1
BUSC 109	Keyboarding for Computers	
or typing proficiency test with a typing speed of 21 wpm with 5 or fewer errors in 5 minutes (0)		
BUSI 110	Business Mathematics	3
BUSI 120A	Basic Accounting	4
BUSI 120B	QuickBooks Online Accounting Software	3
Select one of the following MS Office paths:		3
<i>Path 1</i>		
BUSC 140 & BUSC 150 & BUSC 160	Computer Applications - Microsoft Office Word and Computer Applications - Microsoft Office Excel and Computer Applications - Microsoft Office PowerPoint	
<i>Path 2</i>		
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	
<b>Total Units</b>		<b>13-14</b>

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.