

BUSINESS - ACCOUNTING, CERTIFICATE OF ACHIEVEMENT

The Business-Accounting Certificate of Achievement supplements the Business-Accounting/Bookkeeping Certificate of Achievement by adding more advanced accounting skills, analysis tools, and business management context to equip the student to contribute more broadly to the success of a business. Students must complete the requirements of the Business Accounting/Bookkeeping Certificate of Achievement before or as part of this program. 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 using both manual and computerized systems.
- Prepare basic financial statements using manual and computerized systems.
- Perform keyboarding skills with speed and accuracy.
- Process and communicate accounting information using integrated office applications software.
- Analyze, interpret, and communicate financial information.
- Apply basic mathematical analysis methods to understand, analyze and evaluate business activities.
- Analyze a variety of aspects of the business environment within which accounting operates to be able to make sound decisions balancing the needs of multiple stakeholders.
- Quantitatively analyze and select business strategies, plan for business performance, and evaluate internal business unit performance.

Certificate of Achievement Requirements

Code	Title	Units
Business Accounting/Bookkeeping Certificate of Achievement Requirements		
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
Path 1		
BUSC 140 & BUSC 150 & BUSC 160	Computer Applications - Microsoft Office Word and Computer Applications - Microsoft Office Excel and Computer Applications - Microsoft Office PowerPoint	

Path 2

CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	
Required Core		
BUSI 1A	Financial Accounting	4
BUSI 1B	Managerial Accounting	4
BUSI 24	Business Issues and Ethics	3
CSIS 1	Computer Information Systems	3
Select one course from the following:		3
BUSI 20	Introduction to Business	
BUSI 44	Introduction to Business Ownership/Management	
Select one course from the following:		1-4
BUSI 60	Financial Planning and Money Management	
BUSI 62	Principles of Investment	
ECON 1	The American Economic System	
WORK 99	Career-Focused Work Experience	
Total Units		31-35

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.