



Accounting Advanced Certificate of Achievement

This program is designed for a student who wishes to develop advanced levels of Accounting skills but not earn a degree. These requirements match the major requirements of the Accounting degree but do not include General Education.

SUGGESTED PROGRAM COURSE SCHEDULE

SEMESTER 1

9 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
ACCT 301 Financial Acct	4	Advisory: ACCT 101, BUS 105, MATH 120 or 125	F(O, H), S(O), Su	CRC Area II(b)
2 units from List A	2		See List A	See List A
3 units from List B	3		See List B	See List B

SEMESTER 2

9 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
ACCT 311 Managerial Acct	4	ACCT 301	F(O), Su	
ACCT 341 Computerized Acct	3	ACCT 101 or 301 Advisory: CISC 302	F, S, Su	
2 units from List A	2		See List A	See List A

SEMESTER 3

10 UNITS

Course	Units	Pre-Reqs	Semesters offered*	GE Area
ACCT 103 Intermed Acct Part I	4	ACCT 301	F	
ACCT 111 Cost Accounting	3	ACCT 101 or 301 Advisory: CISC 302	F, S	
BUS 340 Bus Law or BUS 345 Law & Society	3		F(O), S(O), Su(O) F, S	

SEMESTER 4

8 UNITS

Course	Units	Pre-Reqs	Semesters offered*	GE Area
ACCT 104 Intermed Acct Part II	4	ACCT 103	S	
4 units from List B	4		See List B	See List B

[^]You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (H) = hybrid available

Career Options/Outlook:

Bookkeeping, Accounting, and Auditing Clerks compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. **Career opportunities require more than two years of college study**

A sample of reported job titles:

Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

Projected job opening in California (2016-2026):

22,450

Projected growth:

Decline (-2% or lower)

Salary in California:

Median wage (2017): \$45,040/yr

Source:

<https://www.onetonline.org/link/summary/43-3031.00>

*(O) = online available (H) = hybrid available

List A – Select a minimum of 4 units from the following:

Course	Units	Pre-Reqs	Semesters offered*	GE Area
CISA 315 Intro to Elec Spreadsheet	2	Advisory: CISC 302 or 310	F(O), S(O), Su(O)	
CISA 316 Intermed Elec Spreadsheet	2	CISA 315	F(O), S(O)	
CISA 320 Intro to Database Management	1	Advisory: CISA 302 or 310	F(O), S(O), Su(O)	

List B – Select a minimum of 7 units from the following:

Course	Units	Pre-Reqs	Semesters offered*	GE Area
ACCT 107 Auditing	3	ACCT 301; Advisory: ACCT 103	F, S	
ACCT 121 Payroll Acct	3	Advisory: CISA 302 or 310	F, S	
ACCT 125 Fed & State Individual Taxation	4	Advisory: ACCT 101 & 301	F(H), S(H)	
ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts	4	ACCT 125	Check Class Schedule for offering	
ACCT 153 Governmental Accounting	3	ACCT 301	Check Class Schedule for offering	
ACCT 498 Work Exp in Acct	3		F(H, O), S(O), Su(O)	CRC Area III(b)
CSIA 321 Intermed Database Management	1	CISA 320	Check Class Schedule for offering	

*You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

Transfer notes:

Please meet with a counselor for specific transfer course evaluation or transferring to a specific 4-year institution.