



# Accounting Certificate of Achievement

This program provides training for entry-level employment in private industry, government accounting or for self-employment as a provider of a computer-based bookkeeping and/or tax services. In addition, those individuals already employed in accounting can work toward career advancement by taking additional courses.

## SUGGESTED PROGRAM COURSE SCHEDULE

### SEMESTER 1

**7 UNITS**

Course	Units	Pre-Reqs <sup>^</sup>	Semesters offered*	GE Area
<b>ACCT 301</b> Financial Acct	4	Advisory: ACCT 101, BUS 105, MATH 120 or 125	F(O, H), S(O), Su	CRC Area II(b)
<b>BUS 340**</b> Bus Law	3		F(O), S(O), Su(O)	

\*\* BUS 341 recommended for students intending to enter public accounting professions.

### SEMESTER 2

**13 UNITS**

Course	Units	Pre-Reqs <sup>^</sup>	Semesters offered*	GE Area
<b>ACCT 107</b> Auditing	3	ACCT 301; Advisory: ACCT 103	F, S	
<b>ACCT 111</b> Cost Accounting	3	ACCT 301; Advisory: ACCT 311	F, S	
<b>ACCT 311</b> Managerial Acct	4	ACCT 301	F(O), Su	
<b>ACCT 341</b> Computerized Acct	3	ACCT 101 or 301 Advisory: CISC 302	F, S, Su	

<sup>^</sup>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 (2018-2028):

22,450

### Projected growth:

Decline (0-2% or lower)

### Salary in California:

Median wage (2018): \$46,340/yr

Source:

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