

ACCOUNTING II, CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Accounting II is designed to provide students with the skills and knowledge required for entry-level positions in accounting industry, government, financial institutions, and small businesses. The program encompasses classroom instruction and extensive hands-on application with both manual and computerized accounting systems.

To earn a Certificate of Achievement in Accounting II, students must complete 18 specified units below:

Course ID	Title	Units/ Hours
Required Courses		
ACCT M01 or ACCT M110	Introduction to Accounting Financial Accounting	3
BUS M30	Introduction to Business	3
ACCT M60	Excel for Accounting	3
ACCT M62	Quickbooks For PCs	3
ACCT M70	Payroll Accounting	3
Units from Restrictive Electives		3
Total Units		18

Course ID	Title	Units/ Hours
Restrictive Electives - Select and complete one course (3 units) from the following		
Any course from Required Course List not already used		3
BUS M32	Entrepreneurship and Small Business Management	3
BUS M39	Business Communication	3
ACCT M40	Accounting Ethics	3
ACCT M50	Principles of Income Taxation	3
ACCT M51	Volunteer Income Tax Assistance (VITA)	3
ACCT M52	Taxation of Business Entities	3
ACCT M120	Managerial Accounting	3

Year 1		
Fall Semester		Units/Hours
ACCT M01 or ACCT M110	Introduction to Accounting or Financial Accounting	3
BUS M30	Introduction to Business	3
Units/Hours		6
Spring Semester		
ACCT M60	Excel for Accounting	3
ACCT M62	Quickbooks For PCs	3
ACCT M70	Payroll Accounting	3
ACCT M120	Managerial Accounting	3
Units/Hours		12
Total Units/Hours		18

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

- demonstrate the ability to prepare calculations and use financial information for business management and decision making.