

ACCOUNTING: BOOKKEEPING, CERTIFICATE OF ACHIEVEMENT

Banner Code: 3_CN_ACBK

Control Number: 20389

Financial Aid Eligible

The Accounting program consists of three options that will prepare an individual for preparation in the accounting field as bookkeepers, junior accountants, or tax practitioners.

Program Level Student Learning Outcomes

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

1. Accumulate, record, and interpret financial data.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Demonstrate proficiency in the use of computerized accounting software.
4. Demonstrate understanding of accounting and business terminology.
5. Prepare accurate reports for decision making and regulatory compliance.

Review Graduation Requirements (<https://catalog.cccd.edu/coastline/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
Required Core		
Complete the following:		
ACCT C100	Introduction to Accounting	3
ACCT C101	Financial Accounting	4
ACCT C102	Managerial Accounting	4
ACCT C106	Excel for Accounting	2
ACCT C107	Accounting with QuickBooks	2
ACCT C112	Intermediate Accounting 1	3
Concentration in Bookkeeping		
Select six units from the following:		
ACCT C111	Advanced QuickBooks	6
ACCT C283 or ACCT C284	Work Based Learning Work Based Learning	
BUS C100	Introduction to Business	
BC C147	Beginning Microsoft Word	
BC C175	Microsoft Access 1	
CIS C100	Introduction to Information Systems	
ENGL C103	Business English	
Total Units		24