

# ACCOUNTING, CERTIFICATE OF ACHIEVEMENT

## Financial Aid Eligible

See individual concentrations for Banner Code and Control Number.

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.

## Certificate Graduation Requirements

A Certificate is awarded upon completion of the required coursework with a grade of C or higher in each course. A grade of P (Pass) is acceptable, however, the student must meet an overall GPA requirement of 2.0 to receive the certificate. To receive the certificate, a student must file a petition for graduation during their final semester prior to the application deadline as noted on the Coastline Graduation webpage (<https://www.coastline.edu/student-life/graduation.php>).

## Certificate of Achievement

Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training to those already employed. Certificates of Achievements are majors that include 16 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

- Student must be in attendance at the time requirements are completed.
- Students must also earn a minimum of 12 units of coursework at Coastline, excluding experiential credit.
- A student with prior experience may be excused from certain certificate courses.
- 50 percent of the certificate program's units must be completed at Coastline no matter how the total number of units required for the certificate can be met.

Course	Title	Units
<b>Required Core</b>		
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

Course	Title	Units
ACCT C107	Accounting with QuickBooks	2
ACCT C112	Intermediate Accounting 1	3
<b>Concentrations</b>		
Select a concentration		6
<b>Total Units</b>		<b>24</b>

## Concentration in Bookkeeping

**Banner Code:** 3\_CN\_ACBK

**Control Number:** 20389

**Financial Aid Eligible**

Course	Title	Units
Select six units of the following:		6
ACCT C111	Advanced QuickBooks	
ACCT C283	Work Based Learning	
or ACCT C284	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	
Required Core		18
<b>Total Units</b>		<b>24</b>

## Concentration in General Accounting

**Banner Code:** 3\_CN\_GACC

**Control Number:** 20387

**Financial Aid Eligible**

Course	Title	Units
Select six units of the following:		6
ACCT C103	Federal and California Individual Income Tax Preparation	
ACCT C283	Work Based Learning	
or ACCT C284	Work Based Learning	
BUS C100	Introduction to Business	
BUS C120	Personal Finance	
ENGL C103	Business English	
Required Core		18
<b>Total Units</b>		<b>24</b>

## Concentration in Taxation

**Banner Code:** 3\_CN\_ACTX

**Control Number:** 20391

**Financial Aid Eligible**

Course	Title	Units
Select six units of the following:		6
ACCT C103	Federal and California Individual Income Tax Preparation	
ACCT C104	Business Taxation	
ACCT C108	Tax Return Preparation using Turbo Tax Software	
ACCT C283	Work Based Learning	

<b>Course</b>	<b>Title</b>	<b>Units</b>
or ACCT C284	Work Based Learning	
BUS C120	Personal Finance	
Required Core		18
<b>Total Units</b>		<b>24</b>