

CERTIFICATE OF ACHIEVEMENT**2018-2019****ACCOUNTING**

This curriculum provides training for entry-level accounting positions including general accounting clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring technical skills in general accounting and computerized bookkeeping. A grade of "C" or better in each course is required to receive a certificate.

Program Learning Outcomes:

- Prepare and record accounting entries in accordance with generally accepted accounting principles using both manual and computerized accounting systems.
- Apply knowledge of payroll and tax accounting to identify and record economic events.
- Create and analyze financial statements, and communicate results to end users.

Requirements

ACCTG	101	Bookkeeping for Small Business	3.0
ACCTG	022	Payroll Accounting	4.0
ACCTG	030	Quickbooks	3.0
ACCTG	095	Individual Income Tax CTEC	5.0
BIS	102	Microsoft Excel	3.0
BIS	007	Business Writing Skills	<u>3.0</u>
Total units			21.0