



# Accounting Certificate

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.

**Total Units: 20**

## First Year

### Semester 1

**7 Units**

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*
<b>ACCT 301</b> <sup>Z</sup> Financial Accounting	4	Advisory: ACCT 101, BUS 105, MATH 120 or 125	F(O,P), S(O), Su
<b>BUS 340</b> <sup>1</sup> Business Law	3		F(O), S(O), Su(O)

<sup>Z</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>1</sup> BUS 341 recommended for students intending to enter public accounting professions.

### Semester 2

**13 Units**

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*
<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> <sup>Z</sup> Managerial Accounting	4	ACCT 301	F(O), Su
<b>ACCT 341</b> Computerized Accounting	3	ACCT 101 or 301 Advisory: CISC 302	F, S, Su

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<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 (P) = Partially online

## 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.

### 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 openings in California (2020-2030):

21,460

### Projected growth in California:

4% growth

### Median Salary in California (2021):

\$47,940/yr

## Source:

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

## About this map:

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan that is customized to meet your needs. This map is not a guarantee of course

availability or financial aid applicability.

## Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs](#) page of the college website.

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