



Accounting, Advanced Certificate

This program is designed for a student who wishes to develop advanced levels of Accounting skills but not earn a degree. These requirements match the major requirements of the Accounting degree but do not include General Education.

Total Units: 36

First Year

Semester 1

9 Units

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|--|-------|--|--------------------|
| ACCT 301 ^Z Financial Accounting | 4 | Advisory: ACCT 101, BUS 105, MATH 120 or 125 | F(O, P), S(O), Su |
| 2 units from List A | 2 | See List A | See List A |
| 3 units from List B | 3 | See List B | See List B |

^Z 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](#).

Semester 2

9 Units

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|---|-------|--|--------------------|
| ACCT 311 ^Z Managerial Accounting | 4 | ACCT 301 | F(O), Su |
| ACCT 341 Computerized Accounting | 3 | ACCT 101 or 301 Advisory: CISC 302 | F, S, Su |
| 2 units from List A | 2 | See List A | See List A |

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Year 2

Semester 3

10 Units

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|--------|-------|-----------|--------------------|
|--------|-------|-----------|--------------------|

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

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|---|-------|---|--------------------|
| ACCT 103 Intermediate Accounting - Part I | 4 | ACCT 301 | F |
| ACCT 111 Cost Accounting | 3 | ACCT 101 or 301; Advisory: CISC 302 | F, S |
| BUS 340 Business Law or | 3 | | F(O), S(O), Su(O) |
| BUS 345  Law and Society | 3 | | F, S |

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Semester 4

8 Units

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|--|-------|------------|--------------------|
| ACCT 104 Intermediate Accounting - Part II | 4 | ACCT 103 | S |
| 4 units from List B | 4 | See List B | See List B |

^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

List A-Select a minimum of 4 units from the following:

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|--|-------|------------------------------|--------------------|
| CISA 315 Introduction to Electronic Spreadsheets | 2 | Advisory: CISC 302 or 310 | F(O), S(O), Su(O) |
| CISA 316 Intermediate Electronic Spreadsheets | 2 | | F(O), S(O) |
| CISA 320 Introduction to Database Management | 1 | Advisory: CISA 320 or 310 | F(O), S(O), Su(O) |

List B-Select a minimum of 7 units from the following:

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|-----------------------------|-------|------------------------------------|--------------------|
| ACCT 107 Auditing | 3 | ACCT 301; Advisory: ACCT 103 | F, S |

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.

| COURSE | UNITS | PRE-REQS^ | SEMESTERS OFFERED* |
|--|-------|-----------------------------|-----------------------------------|
| ACCT 121 Payroll Accounting | 3 | Advisory CISA 302 or 310 | F, S |
| ACCT 125 Federal and State Individual Taxation | 4 | Advisory: ACCT 101 & 301 | F(P), (P) |
| ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts | 4 | ACCT 125 | Check Class Schedule for offering |
| ACCT 153 Governmental Accounting | 3 | ACCT 301 | Check Class Schedule for offering |
| ACCT 498 ^z Work Experience in Accounting | 0.5-4 | | F(O,P), S(O), Su(O) |
| CISA 321 Intermediate Database Management | 1 | CISA 320 | Check Class Schedule for offering |

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^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.

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