Accounting Computer Applications Certificate

This program roadmap 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 roadmap is not a guarantee of course availability or financial aid applicability. For counseling appointments call 916.608.6510.

Total Units: 19

First Year

Semester 1   7 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 301 Ⓩ Financial Accounting	4		F, S
BUSTEC 367 Database and Records Management	3		F, S

Ⓩ 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   6 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 311 Ⓩ Managerial Accounting	4	ACCT 301	F, S
BUSTEC 362 Comprehensive Electronic Spreadsheets	2		F, S

Ⓩ 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.

Second Year

Semester 3   6 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 341 Computerized Accounting **or**	3	ACCT 301	F, S
ACCT 342 Accounting Information Systems (SAP)	3	ACCT 301	

Notes

- The Accounting Certificate is a program which prepares students for entry level positions in accounting. The program is designed for students who would like to gain a core understanding of the principles of accounting. Many who take the certificate program are looking for advancement in their careers or the ability to learn a new skill set. Certificate recipients are competent to record and maintain financial data in journals and ledgers from date of original transaction through a full accounting cycle terminating with closing entries and statement preparation.

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*
CISC 310 Introduction to Computer Information Science	3		F, S

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