

CERTIFICATE IN ACCOUNTING

The Accounting Certificate encompasses an area of study which includes basic accounting, financial and managerial accounting principles, income tax accounting and accounting general ledger software. The Accounting Certificate is designed to prepare students for entry level accounting positions as accounting clerks and bookkeepers. The Accounting Certificate courses combine classroom lectures, demonstrations and a wide use of technology to ensure relevant training.

Learning Outcomes

Certificate of Achievement Level Student Learning Outcomes

Students completing the Accounting Certificate of Achievement will:

1. Prepare accurate reports for decision-making and regulatory compliance using general ledger software and commonly used office software programs.
2. Possess a working knowledge of accounting and business terminology and accounting principles and concepts used in the business environment.

Requirements

Code	Title	Units
Required courses:		
ACCT 101 or ACCT 101H	Financial Accounting Financial Accounting - Honors	4
ACCT 102 or ACCT 102H	Managerial Accounting Managerial Accounting - Honors	4
ACCT 110	Income Tax Accounting	4
BUS 132	Business, Ethics and Society	3
Select one (1) of the following courses:		
ITIS 130	Microcomputer Applications I	4
OFF 101	Introduction to Microsoft Office Applications	3.5
OFF 120	Microsoft Excel	3
Select one (1) of the following courses:		
ACCT 100	Accounting	4
ACCT 115	QuickBooks	2
BUS 130	Introduction to Business	3
BUS 146	Principles of Money Management	3
BUS 152	Business Communications	3
BUS 160	Business Law and the Legal Environment I	3
Total Units		20-23

Curriculum Map

1-Year Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrvcounsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs.

Note: Co-requisite MATH course (2 units) and/or substitute ENGL 101E (5 units) may be needed based on placement.

Course	Title	Units
Fall Term 1		
ACCT 100	Accounting	4
ITIS 130	Microcomputer Applications I	4
BUS 132	Business, Ethics and Society	3
ENGL 101 or ENGL 101H	Reading and Composition or Reading and Composition - Honors	4
Units		15
Winter Term 1		
ACCT 101 or ACCT 101H	Financial Accounting or Financial Accounting - Honors	4
Units		4
Spring Term 1		
ACCT 110	Income Tax Accounting	4
MATH 165 or MATH 165H	Introductory Statistics or Introductory Statistics - Honors	4
ACCT 102 or ACCT 102H	Managerial Accounting or Managerial Accounting - Honors	4
Units		12
Total Units		31

Career Information

Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrvcounsel/Pages/ApptSchedule.aspx>) with a career counselor.