

ACCOUNTING

Certificate of Achievement Career/Technical (Major Code: 02012)

The Accounting Certificate of Achievement is designed for students interested in pursuing entry level accounting positions such as Accounting Clerks, Accounting Assistants, Budget Analysts, and Tax Preparers, to name a few.

Upon completion of this Certificate, the student will have a good foundation in financial, managerial, income tax, and computerized accounting. Additional instruction in business communication, business information systems, and business ethics is included to ensure a well-rounded preparation to successfully compete in today's workforce.

Program Student Learning Outcomes

- Prepare payroll registers, financial statements, and other reports which are in compliance with Generally Accepted Accounting Principles.
- Define, analyze and classify each business transaction within the framework of Generally Accepted Accounting Principles, business law, and taxation methods.

Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (<http://www.swccd.edu/gainfulemployment/>).

Code	Title	Units
Program Requirements ¹		
ACCT 12	COMPUTERIZED ACCOUNTING	3
ACCT 101	PRINCIPLES OF ACCOUNTING I	4
ACCT 102	PRINCIPLES OF ACCOUNTING II-- MANAGERIAL	4
ACCT 105	INTERMEDIATE ACCOUNTING	3
ACCT 109	FEDERAL INCOME TAX	3
BUS 142	BUSINESS ETHICS--CORPORATE AND PERSONAL	1
BUS 211	COMMUNICATION IN BUSINESS AND INDUSTRY	3
or BUS 212	BUSINESS COMMUNICATION	
CIS 101	INTRODUCTION TO BUSINESS INFORMATION SYSTEMS	4
CIS 133	ADVANCED MICROCOMPUTER SPREADSHEETS SOFTWARE	1
Select one of the following:		2-4
BUS 290	WORK EXPERIENCE IN BUSINESS I	
BUS 291	WORK EXPERIENCE IN BUSINESS II	

BUS 292	WORK EXPERIENCE IN BUSINESS III
BUS 293	WORK EXPERIENCE IN BUSINESS IV

Total Units **28-30**

¹ Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.