

CERTIFICATES OF ACHIEVEMENT

BOOKKEEPING

Designed for students who wish to enter the accounting profession as an accounting clerk or as an entry level bookkeeper. It allows students to obtain credit for courses that will also apply toward the Associate of Applied Science in Business-Accounting.

Please see the [Certificate of Achievement](#) page for a list of all courses filling general education requirements.

Required Courses

Course	Title	Units
Total Requirements		30 Units
Program Requirements		21 Units
ACC 135	Bookkeeping I	3
ACC 201	Financial Accounting	3
BUS 101	Introduction to Business	3
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
<i>Choose 6 units from the following program electives:</i>		
ACC 180	Payroll & Employee Benefit Accounting	3
ACC 202	Managerial Accounting	3
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223	Introduction to Quickbooks	3
ACC 290	Certified Bookkeeper Course	6
General Education Requirements		9 Units
English/Communications Requirement: <i>Recommend: BUS 107, BUS 108; Must include a writing course</i>		6
Mathematics Requirement		3

Suggested Course Sequence

First Semester	Units	Second Semester	Units
ACC 135	3	ACC 201	3
BUS 101	3	BUS 108 or English/Communication	3
BUS 107 or English/Communication	3	MGT 201	3
BUS 115 or MATH 120	3	Program Elective	6
IS 101 or IS 201	3		