

Accounting

ACCOUNTING AND MANAGEMENT DEPARTMENT

Certificate 60502

The Accounting Certificate incorporates various accounting courses that prepare the student for entry-level positions and/or professional advancement in a wide variety of accounting jobs. These jobs include general accounting, cost accounting, payroll, inventory management, asset management, credit and collections, financial analysis, etc.

Requirements for the Certificate

Required courses:

Completion of the Accounting: Financial Planning Certificate (21 Units) or Accounting: Managerial Certificate (19 Units) as follows:

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|---------|--|-----|---------|
| BUSA 7 | Principles of Accounting – Financial | 5.0 | CSU, UC |
| BUSA 8 | Principles of Accounting – Managerial | 5.0 | CSU, UC |
| BUSA 21 | Cost Accounting, <i>or</i> | 4.0 | |
| BUSA 58 | Federal Income Tax Law | 3.0 | |
| BUSA 75 | Using Microcomputers in Financial Accounting, <i>or</i> | 1.0 | |
| BUSA 81 | Work Experience in Accounting | 1.0 | |
| BUSA 76 | Using Microcomputers in Managerial Accounting, <i>or</i> | 1.0 | |
| BUSA 81 | Work Experience in Accounting | 1.0 | |
| BUSO 25 | Business Communications | 3.0 | CSU |

Plus the following courses:

| | | | |
|---------|----------------------------|-----|---------|
| BUSA 21 | Cost Accounting, <i>or</i> | 4.0 | |
| BUSA 58 | Federal Income Tax Law | 3.0 | |
| BUSA 52 | Intermediate Accounting | 3.0 | |
| BUSA 70 | Payroll and Tax Accounting | 3.0 | |
| BUSM 20 | Principles of Business | 3.0 | CSU, UC |

TOTAL UNITS 30.0 - 32.0

Option BUSA 21 or BUSA 58: Take whichever course you have not previously taken.