

## **BUSINESS - ACCOUNTING CERTIFICATE OF ACHIEVEMENT**

This certificate program prepares students for accounting careers in account management of payroll, receivables, payables, as well as financial statement generation and tax preparation.

### **Required Courses:**

		<b>Units</b>
BUS 110	Payroll Taxation	3
BUS 111	Federal Tax Accounting	3
BUS 200	Financial Accounting	4
BUS 201	Managerial Accounting	4
CSC 201	Computers and Computer Applications	3

### **Plus 3 additional units selected from the following:**

		<b>Units</b>
BUS 50	Mathematical Applications in Business	3
BUS 134	Human Relations in Business	3
BUS 230	Introduction to Business	3
BOT 170	Written Communication for Business	3
COM 210	Interpersonal Communication	3

### **Total units required for Certificate**

**20**

### *Program Level Student Learning Outcomes:*

1. Demonstrate skills and knowledge appropriate for an entry level position in this field of accounting.
2. Communicate clear understanding of the complex nature of business in a diverse economy and financial system.
3. Demonstrate critical thinking and decision-making skills in the business environment.