



**Program Goals and Objectives**

The Vocational Accounting Certificate of Achievement is for students looking to obtain a job in the accounting field after completing their course of study at Cerritos College. Mastery of this curriculum will help students lay the groundwork for an entry level job in the accounting field. The Vocational Accounting education also helps students understand basic accounting functions, financial statement preparation and interpretation and the role and contribution of accounting in an organization.

The courses are stacked and latticed to streamline student educational paths to their career objective. Each class broadens and deepens knowledge in focused topic areas, and interconnects to help students achieve their educational and career goals.

We are updating our AA degrees to better align our program with the students' objectives and career goals.

**VOCATIONAL ACCOUNTING CERTIFICATE OF ACHIEVEMENT**

The Vocational Accounting Certificate of Achievement is for students looking to obtain a job in the accounting field after completing their course of study at Cerritos College. Mastery of this curriculum will help students lay the groundwork for an entry level job in the accounting field. The Vocational Accounting education also helps students understand basic accounting functions, financial statement preparation and interpretation, and the role and contribution of accounting in an organization.

**ACCOUNTING MAJOR COURSES (38.0 UNITS):**

**UNITS**

**RECOMMENDED ELECTIVE COURSES:**

**UNITS**

- ACCT 100 Introduction to Accounting ..... 3.0
- ACCT 101 Fundamentals of Accounting I ..... 3.5
- ACCT 130 Payroll Tax Accounting ..... 3.0
- ACCT 131 Computerized Accounting - IBM ..... 3.0
- ACCT 133 Spreadsheet Accounting I ..... 3.0
- ACCT 250 Income Tax Accounting ..... 3.0
- FIN 51 Retirement Planning & Investing ..... 1.5
- FIN 125 Personal Finance ..... 3.0
- OR** FIN 125M Personal Finance ..... 3.0
- OR** ACCT 60 QuickBooks Accounting ..... 1.5
- AND** ACCT 61 Turbo Tax Accounting ..... 1.5
- LAW 111 Business Law ..... 3.0
- OR** CIS 102 Introduction to Microcomputer Hardware and Applications Software .... 3.0

- ACCT 102 Fundamentals of Accounting II ..... 3.5
- BA 100 Fundamentals of Business ..... 3.5
- LAW 111 Business Law ..... 3.0
- BCOT 112 Microsoft Word ..... 3.0
- BCOT 147 Business Communications ..... 3.0
- CIS 102 Introduction to Microcomputer Hardware and Applications Software ..... 3.0

Requirements for a Vocational Accounting Certificate of Achievement: Complete the Required courses (26.0 units) listed above with a grade of "C" or higher or "Pass."

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

**TOTAL CERTIFICATE REQUIREMENTS: 26.0**

**VACATIONAL ACCOUNTING PATHWAY**

**First Semester** **Units**

|                    |                                  |       |
|--------------------|----------------------------------|-------|
| ACCT 100           | Introduction to Accounting       | 3.0   |
| FIN 125            | Personal Finance                 | 3.0   |
| <b>or</b> FIN 125M | Personal Finance                 | (3.0) |
| <b>or</b> ACCT 60  | QuickBooks Accounting            | (1.5) |
| <b>and</b> ACCT 61 | Turbo Tax Accounting             | (1.5) |
| FIN 51             | Retirement Planning & Investment | 1.5   |

**Second Semester** **Units**

|          |                               |     |
|----------|-------------------------------|-----|
| ACCT 101 | Fundamentals of Accounting I  | 3.5 |
| ACCT 131 | Computerized Accounting - IBM | 3.0 |
| ACCT 133 | Spreadsheet Accounting I      | 3.0 |

**Third Semester** **Units**

|                   |   |       |
|-------------------|---|-------|
| ACCT 130          | Payroll Tax Accounting  | 3.0   |
| ACCT 250          | Income Tax Accounting   | 3.0   |
| LAW 111           | Business Law  | 3.0   |
| <b>or</b> BA 100  | Fundamentals of Business  | (3.0) |
| <b>or</b> CIS 102 | Introduction to Microcomputer<br>Hardware and Applications Software | (3.0) |



**For detailed course description, please refer to the current General Catalog:** [www.cerritos.edu/catalog](http://www.cerritos.edu/catalog)

**Interested in enrolling in Cerritos College?**

Please refer to the step-by-step enrollment process:

[www.cerritos.edu/futurestudents](http://www.cerritos.edu/futurestudents)

**Want To Apply To Get Your Certificate?**

1. Make sure you meet the requirements for the certificate
  - a. Determine which form to fill out and download the form at:  
[www.cerritos.edu/admissions-and-records](http://www.cerritos.edu/admissions-and-records)
    - i. Petition for Certificate: Petition to graduate with a Certificate of Achievement
    - ii. Petition for Degree: Petition to graduate with an Associate in Arts
2. Fill out the appropriate form and meet with a counselor
  - a. Make an appointment by calling (562) 860-2451, ext. 2231 or use Online Counseling at:  
[www.cerritos.edu/counseling/online-orientation.htm](http://www.cerritos.edu/counseling/online-orientation.htm)



11110 Alondra Blvd., Norwalk, CA 90650  
<https://www.cerritos.edu/accounting>



<https://www.facebook.com/CerritosCollege>