

Accounting Department 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 (16.0 units):

<u>Course Name</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Units</u>
ACCT	100	Introduction to Accounting	3.0
ACCT	101	Fundamentals of Accounting I	3.5
ACCT	102	Fundamentals of Accounting II	3.5
ECON	201M	Principles of Macroeconomics	3.0
or ECON	202M	Principles of Microeconomics	(3.0)
BA	113	Legal Environment of Business	3.0
or LAW	110	Business Law	(3.0)
Total Certificate:			16.0

Recommended Elective Courses:

<u>Course Name</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Units</u>
FIN	125M	Personal Finance	3.0
or FIN	125	Personal Finance	(3.0)
ACCT	160	QuickBooks for Certification	3.0
or ACCT	60	QuickBooks Accounting	(1.5)
and ACCT	61	Turbo Tax Accounting	(1.5)
ACCT	220	Accounting Ethics	4.0

Requirements for a Vocational Accounting Certificate of Achievement:

Complete the Required courses (16.0 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.

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Proposed Sequence for completion:

First Semester

<u>Course Name</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Units</u>
ACCT	100*	Introduction to Accounting	3.0
ECON	201M*	Principles of Macroeconomics	3.0
or ECON	202M*	Principles of Microeconomics	(3.0)
ACCT	160	QuickBooks for Certification	3.0
or ACCT	60	QuickBooks Accounting	(1.5)
and ACCT	61	Turbo Tax Accounting	(1.5)

Second Semester

<u>Course Name</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Units</u>
ACCT	101*	Fundamentals of Accounting I	3.5
BA	113*	Legal Environment of Business	3.0
or LAW	110*	Business Law	(3.0)
FIN	125M	Personal Finance	3.0
or FIN	125	Personal Finance	(3.0)

Third Semester

<u>Course Name</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Units</u>
ACCT	102*	Fundamentals of Accounting II	3.5
ACCT	220	Accounting Ethics	4.0

* Required courses