

# BUSINESS

## ACCOUNTING TECHNICIAN CERTIFICATE OF ACHIEVEMENT (CA)

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### About the Program

The primary objective of the Certificate of Achievement Accounting Technician Certificate of Achievement is to prepare students for entry-level employment in the field of accounting or bookkeeping. Such careers are widely available throughout California and the rest of the country. Courses required for this certificate will allow students to become proficient in modern computerized accounting applications and other prominent software used in the business community, including QuickBooks. The certificate can also be an option for students who have graduated with a bachelor's in any discipline and want to sit for the state's CPA exam.

### Program Goals and Objectives

Accounting technicians perform a broad range of vital financial and business services that help an organization run effectively and efficiently. The Accounting Technician Certificate is designed to address the steady market need for qualified accounting professionals and to support the continuing development of those already employed in the accounting field. This certificate blends accounting principles with complementary business knowledge to equip paraprofessional accounting positions in small business, public accounting, private industry, nonprofits and governmental organizations. Students learn how to (1) analyze, calculate, record transactions; (2) maintain financial records; and (3) prepare financial reports. The certificate can also be an option for students who have graduated with a bachelor's in any discipline and want to sit for the state's CPA exam.

### Career Opportunities

Accounting is a field ripe with job opportunities within various industries in corporate, government and nonprofit sectors. This certificate prepares students for entry-level employment as an accounts clerk, bookkeeper, accounting technician, payroll administrator, payroll clerk or tax preparer.

### Program Outcomes

- Upon completion of the Certificate of Achievement in Accounting Technician, students are able to perform variety of functions in an accounting department including: maintain and update financial records, prepare and analyze financial statements, review bookkeepers' and clerks' work for accuracy and completeness, prepare individual income tax returns containing schedule A, B, C, D and E, maintain cost records and prepare and analyze budgets.

### Learning and Career Pathway Maps

[View LPC Program Map](#)

### Required Core: (27 Units)

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|---|---|
| BUSN 1A Financial Accounting.....               | 4 |
| BUSN 1B Managerial Accounting.....              | 4 |
| BUSN 40 Introduction to Business.....           | 3 |
| BUSN 52 Business Communications.....            | 3 |
| BUSN 55 Business Mathematics.....               | 3 |
| BUSN 61 Quickbooks Accounting.....              | 2 |
| BUSN 65 Federal Income Tax Accounting.....      | 3 |
| CIS 54 Excel: Introduction to Spreadsheets..... | 4 |
| CIS 73A Ten-Key Skill Development.....          | 1 |