

# BUSINESS

## ACCOUNTING TECHNICIAN CERTIFICATE OF ACHIEVEMENT (CA)

### 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.

### 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 this program, students will be able to:

- Describe the characteristics and personal qualities that are important for an Administrative Medical Assistant and the importance of ethics, customer service and teamwork in the workplace.
- 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)

Course Number	Course Title	Units
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

**Total Units: 27**