

**Program Requirements:**

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.

**A total of 21 units is required for the certificate.**

**Required core courses (21 units):**

<b>COURSE</b>	<b>TITLE</b>	<b>UNITS</b>
<input type="checkbox"/> ACCT 131	Financial Accounting 1	3
<input type="checkbox"/> ACCT 132	Financial Accounting 2	3
<input type="checkbox"/> ACCT 140	Managerial Accounting	3
<input type="checkbox"/> ACCT 150	Introduction to Accounting Information Systems	3
<input type="checkbox"/> ACCT 160	Introduction Financial Statement Analysis	3
<input type="checkbox"/> ACCT 170	Introduction to Tax Accounting	3
<input type="checkbox"/> CBIS 141	Microsoft Excel- Comprehensive	3

### Suggested Course Sequence

The "Suggested Course Sequence" is an example of how to complete the requirements plus any additional general education that may be needed. If you would like to create a personalized Student Education Plan (SEP), schedule a meeting with a counselor.

#### SUMMER SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> ACCT 131	Financial Accounting 1	3
<b>Total Units</b>		<b>3</b>

#### Tasks

#### FALL SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> ACCT 132	Financial Accounting 2	3
<input type="checkbox"/> ACCT 170	Introduction to Tax Accounting	3
<input type="checkbox"/> CBIS 141	Microsoft Excel- Comprehensive	3
<b>Total Units</b>		<b>9.0</b>

#### Tasks:

- Complete Career Exploration
- Meet with Counselor (SEP)
- Visit library & tutoring
- Review Financial Aid Req.
- Apply AHC Scholarship

#### SPRING SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> ACCT 132	Financial Accounting 2	3
<input type="checkbox"/> ACCT 140	Managerial Accounting	3
<input type="checkbox"/> ACCT 150	Introduction to Accounting Information Systems	3
<input type="checkbox"/> ACCT 160	Introduction Financial Statement Analysis	3
<b>Total Units</b>		<b>12.0</b>

#### Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- Utilize Job Search Resources
- Complete the FAFSA or Dream Act by March 2
- Apply for Certificate (counseling)