

Program Requirements:

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

A total of 18 units is required for the certificate.

Required core courses (18 units):

COURSE	TITLE	UNITS
<input type="checkbox"/> ACCT 105	Introduction to Accounting	3
<input type="checkbox"/> ACCT 317	Bookkeeping 1	3
<input type="checkbox"/> ACCT 318	Bookkeeping 2	3
<input type="checkbox"/> ACCT 327	Payroll Accounting	3
<input type="checkbox"/> ACCT 150	Introduction to Accounting Information Systems	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.

FALL SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> ACCT 105	Introduction to Accounting	3
<input type="checkbox"/> ACCT 317	Bookkeeping 1	3
<input type="checkbox"/> CBIS 141	Microsoft Excel- Comprehensive	3
Total Units		9

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 318	Bookkeeping 2	3
<input type="checkbox"/> ACCT 327	Payroll Accounting	3
Total Units		6

Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- Utilize Job Search Resources
- Complete the FAFSA or Dream Act by March 2
- Apply for AHC Scholarship

Course	Title	Units
<input type="checkbox"/> ACCT 150	Introduction to Accounting Information Systems	3
Total Units		3
Tasks		