

ACCOUNTING - CERTIFICATE OF ACHIEVEMENT LEVEL 2

San Jose City College offers a Certificate of Achievement and an Associate in Science (AS) degree in Accounting. This curriculum provides training for paraprofessional accountants, payroll clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring special skills in general bookkeeping and machine bookkeeping. Students may achieve an employment skill through this one-year program. An advanced course in the certificate must be taken at San José City College. A "C" grade or better is required in all required major and certificate courses including the approved program elective courses.

BUS 071	Legal Environment of Business	3
CA 050D	Microsoft Excel Level 1	1
CA 055D	Microsoft Excel Level 2	1
ECON 010A	Principles of Macroeconomic Theory	3

CAREER OPTIONS:

- Accounts Payable Specialist
- Accounts Receivable Specialist
- Payroll Specialist

Upon successful completion of this program, students will be able to:

- Compute, classify, record, and verify numerical data to develop and maintain financial records and statements.
- Demonstrate the ability to identify key issues, research relevant data, and think critically and analytically about possible solutions for financial problems.
- Receive and process written and oral financial information and interpret financial information including financial statements for management, investors, clients and other interested users.
- Record and prepare financial records and statements using accounting software.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Ability to understand and implement the ethical responsibility of the accountant to society.

Certificate Requirements

Course	Title	Credits
ACCTG 020	Financial Accounting	5
ACCTG 021	Managerial Accounting	5
ACCTG 030	QuickBooks	3
ACCTG 097	Introduction to Income Taxes	3
BUS 007A	Business Language Skills	3
CIS 041	Introduction to Computer Information Systems	3
<i>Select 2 units from Approved Electives (see list below)</i>		2
Total Units		24

Approved Electives

Course	Title	Credits
ACCTG 050	Personal Financial Planning	3
ACCTG 098	Directed Study in Accounting	0.5-9
ACCTG 138	Work Experience	1-8
BUS 008	Business English and Writing	3