

# ACCOUNTING CERTIFICATE

**PROGRAM CODE:** 2C21255A

The **Accounting Certificate** is designed to prepare students for entry-level positions in accounting in public and private sector areas such as manufacturing, small business, financial service, wholesale trades, and government. Specialized training in accounting and finance principles and practices enables students to maintain accounting records and develop financial reports and make effective use of financial information for analysis and decision making. Entry-level employment opportunities include positions in accounts receivable/payable, payroll, income tax preparation, cost accounting, and a number of trainee/internship positions. A minimum grade of C is required in each course taken. This certificate requires 32-34 units.

Code	Title	Units
<b>Required Courses (27 UNITS):</b>		
ACCT 101AF	Financial Accounting	5
or ACCT 102HF	Honors Financial Accounting	
ACCT 101BF	Managerial Accounting	5
ACCT 201AF	Intermediate Accounting	5
ACCT 201BF	Intermediate Accounting	5
ACCT 107 F	Computerized Accounting with QuickBooks	3
ACCT 220 F	Individual Income Tax	4
<b>Restricted Electives (5-7 units)</b>		<b>5-7 UNITS</b>
ACCT 100 F	Small Business Accounting	3
ACCT 110 F	Payroll Accounting	3
ACCT 202 F	Introduction to Cost Accounting	3
ACCT 203 F	Auditing	3
ACCT 204 F	Analysis of Financial Statements	3
ACCT 205 F	Ethics in Accounting	3
ACCT 230 F	Excel for Accountants	3
BUS 240 F	Legal Environment of Business	3
or BUS 240HF	Honors Legal Environment of Business	
or BUS 245 F	Business Law I (formerly BUS 241AF)	
BUS 111 F	Business Communications	3
or BUS 211 F	Critical Reasoning and Writing for Business (formerly Writing for Business)	
or BUS 211HF	Honors Critical Reasoning and Writing for Business (formerly Honors Writing for Business)	
BUS 295 F	Business Internship (formerly BUS 061 F)	2-4
CIS 106 F	Beginning Spreadsheet (MS Excel)	3
CIS 205 F	Advanced Spreadsheet - MS Excel (formerly Spreadsheet Advanced MS Excel)	3
<b>Total Units</b>		<b>32-34</b>

**Outcome 1:** Demonstrate an understanding of accrual basis accounting and Generally Accepted Accounting Principles (GAAP) to prepare the general-purpose financial statements: Income Statement, Retained Earnings Statement, Balance Sheet, and Statement of Cash Flows.

**Outcome 2:** Demonstrate an understanding and knowledge of accounting information system to identify, measure, analyze, interpret, and

communicate financial information to management in the decision-making processes associated with all aspects of business operations.

**Outcome 3:** Demonstrate proficiency in a computerized accounting software to input routine cash and credit transactions involving sales, purchases, expenses, and employees.

\*[https://www.curricunet.com/fullerton/reports/program\\_report.cfm?programs\\_id=1080](https://www.curricunet.com/fullerton/reports/program_report.cfm?programs_id=1080)