

# ENTRY-LEVEL ACCOUNTING CERTIFICATE

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**Division: Business and Computer Information Systems**

**PROGRAM CODE:** 2C40663

The **Entry-Level Accounting Certificate** is designed to prepare students for entry-level accounting positions in the private sector area such as small business, financial service, wholesale trades, and government. Specialized training enables students to maintain accounting records and develop financial reports in: 1) accounting, and 2) finance principles and practices. Entry-level employment opportunities include positions in accounts receivable/payable and a number of trainee/internship positions. A minimum grade of C is required in each course taken. This certificate requires 16-19 units.

Code	Title	Units
<b>Required Courses (8 units):</b>		
ACCT 101AF	Financial Accounting	5
or ACCT 102HF	Honors Financial Accounting	
ACCT 107 F	Computerized Accounting with QuickBooks	3
or ACCT 230 F	Excel for Accountants	
<b>Restricted Electives (8-9 units):</b>		<b>8-9</b>
ACCT 100 F	Small Business Accounting	3
ACCT 101BF	Managerial Accounting	5
ACCT 204 F	Analysis of Financial Statements	3
ACCT 205 F	Ethics in Accounting	2-4
or BUS 295 F	Business Internship (formerly BUS 061 F)	
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)	
<b>Total Units</b>		<b>16-17</b>

**Outcome 1:** Prepare accounting records in accordance to Generally Accepted Accounting Principles (GAAP).

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