



Business, Management, Marketing & Technology Pathway

Accounting/Finance Certificate

This 30-hour program prepares students for bookkeeping and related occupations. Job opportunities exist for audit clerks, general accounting clerks, credit card clerks in hotels and restaurants, general ledger bookkeepers and many more. Learn to keep accounting records and compile reports using computers and calculators; prepare payrolls, tax reports; compute, type, and mail monthly statements, keep general ledgers, and perform many other accounting functions.

Minimum credits: 30

Minimum cumulative GPA: 2.0

Minimum JCC credits: 12

MACRAO agreement: No

GENERAL EDUCATION REQUIREMENTS (9 credits)

ENG 131	Writing Experience3
ENG 232	Technical & Business Writing3
MTH 120	Beginning Algebra3
	or higher mathematics course	

ACCOUNTING/FINANCE REQUIREMENTS (20 credits)

ACC 115	Payroll Accounting2
ACC 231	Principles of Accounting I4
ACC 232	Principles of Accounting II4
FIN 100	Introduction to Wall Street1
FIN 210	Principles of Finance3
ITE 101	Information Technology Education3
ITE 130	Microsoft Excel3

ELECTIVES

Select electives from classes in ACC, BUS, ECN, FIN, or ITE so that the certificate equals 30 credits.