

Accounting/Finance Certificate



**Business, Management, Marketing &
Technology Career Pathway**

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 Experience	3
ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra	3
• or higher mathematics course	

ACCOUNTING/FINANCE CORE REQUIREMENTS — (20 credits)

ACC 115 Payroll Accounting	2
ACC 231 Principles of Accounting I	4
ACC 232 Principles of Accounting II	4
FIN 100 Introduction to Wall Street	1
FIN 210 Principles of Finance	3
ITE 101 Information Technology Education	3
ITE 130 Microsoft Excel	3

ELECTIVES

Select electives from courses in ACC, BUS, ECN, FIN, or ITE in order to meet 30 credits required for certificate.