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# Accounting 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 grade in all courses:	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 or higher	3

### ACCOUNTING CORE REQUIREMENTS — (20 credits)

ACC 115 Payroll Accounting	2
ACC 231 Principles of Accounting I	4
ACC 232 Principles of Accounting II	4
BUA110 Introduction to Wall Street	1
CIS 101 Introduction to Computer Systems	3
CIS 121 Microsoft Excel Comprehensive	3

### ELECTIVES

Select electives from courses in ACC, BUA, or ECN, in order to meet 30 credits required for certificate. Please note: FIN courses have been replaced with BUA.