

VOCATIONAL ACCOUNTING (CERT)

CERTIFICATE OF ACHIEVEMENT

The Vocational Accounting Certificate of Achievement is for students looking to obtain a job in the accounting field after completing their course of study at Cerritos College. Mastery of this curriculum will help students lay the groundwork for an entry-level job in the accounting field. The Vocational Accounting education also helps students understand basic accounting functions, financial statement preparation and interpretation, and the role and contribution of accounting in an organization.

Program Student Learning Outcomes

- Successful students in Accounting and Finance will demonstrate their knowledge of all tasks associated with Financial and Managerial Accounting concepts necessary for acceptance into a Business or Accounting Bachelor's degree program at a University or for a vocation in accounting

Program Requirements

Code Number	Course Title	Units
Required Major Courses		
ACCT 100	Introduction to Accounting	3.0
ACCT 101	Fundamentals of Accounting I	3.5
ACCT 130	Payroll Tax Accounting	3.0
ACCT 131	Computerized Accounting - IBM	3.0
ACCT 133	Spreadsheet Accounting I	3.0
ACCT 250	Income Tax Accounting	3.0
FIN 51	Retirement Planning And Investing	1.5
Select one of the following:		3.0
FIN 125	Personal Finance (3)	
FIN 125M	Personal Finance (3)	
ACCT 60 & ACCT 61	Quickbooks Accounting and Turbo Tax Accounting (3)	
Select one of the following:		3.0
LAW 110	Business Law (3)	
BA 100	Fundamentals of Business (3)	
CIS 101	Introduction to Computer Information Systems (3)	
Total Units		26

Recommended Elective Courses

Code Number	Course Title	Units
ACCT 102	Fundamentals of Accounting II	3.5
BA 100	Fundamentals of Business	3.0
LAW 110	Business Law	3.0
BCOT 112	Microsoft Word	3.5
BCOT 247	Managerial Business Communications	3.0
CIS 101	Introduction to Computer Information Systems	3.0

Requirements for a Vocational Accounting Certificate of Achievement

Complete the required courses (26 units) listed above with a grade of "C" or higher or "Pass"

Note: Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.