

CERTIFICATE OF ACHIEVEMENT IN BUSINESS FINANCIAL RECORDKEEPING

This certificate prepares students for entry-level employment in the field of Business Financial Recordkeeping. Students completing this certificate will acquire understanding of computerized accounting systems and how to record the financial transactions of business. They will be able to assist their supervisors in the preparation and analysis of a business's financial statements and work with the company's internal and external accounting staff and advisors.

Program Outcomes

- Knowledge of the operations of computerized accounting systems and how to record the financial transactions of business.

Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Business financial recordkeeping, bookkeeping, and clerical office assistant.

Program Requirements

Code	Title	Units
REQUIRED CERTIFICATE COURSES		15
ACCT 001	Financial Accounting	4
ACCT 210	Computer Accounting	3
BUS 268	Electronic Calculating	2
BUS 297	Personal Finance	3
COMP 238	Spreadsheet for Business	3
+		
RESTRICTED ELECTIVES		3
Select three units from the following courses:		
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
BUS 295	Business Mathematics	3
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TOTAL		18

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.