

# CERTIFICATE OF ACHIEVEMENT: ACCOUNTING

## Your Career in Accounting Starts Here!

The Accounting Certificate is designed for students entering into the accounting field at the entry level. If you wish to pursue professional certification (i.e., Certified Public Accountant and/ or Certified Management Accountant), it is recommended that you plan to earn at least a bachelor's degree in Business Administration with a major in Accounting.

### PROGRAM LEARNING OUTCOMES

Upon satisfactory completion of this program, the student should be prepared to:

1. Recognize and analyze ethical issues as they apply to the business environment.
2. Obtain employment in an entry-level position in the accounting field.
3. Demonstrate the working knowledge required to perform the various tasks necessary in a complete accounting cycle.

### PROGRAM REQUIREMENTS

To earn these certificates, you must complete all program coursework. Each course must be completed with a grade of "C" or better.

Most classes are offered in one or more modalities:

Face to Face  Online  Hybrid 

Required Courses Complete 8 courses	[Semester Sequence]	Credits
BUSAD 201 [1] - Financial Accounting		4
BUSAD 202 [2] - Managerial Accounting		4
BUSAD 200 [1] - Spreadsheet Skills for Financial Accounting		2
BUSAD 203 [2] - Computer Accounting		3
BUSAD 50 [1] - Business Computations		3
BUSAD 300 [1] - Machine Calculation		2
BUSAD 319 [2,3]- Payroll Accounting		3
BUSAD 336 [2,3]- Tax Accounting		3
Elective Courses - Complete 3-4 Units Complete 1 (or4) courses		Credits
BUSAD 218 [1] - Business Law		4
BUSAD 230 [1] - Personal Finance		3
[ or ]                     BUSAD 274 [1] - Human Resources Management BUSAD 377 [1] - Human Relations in Business		3 -- or -- 3
[ or ]                     BUSAD 248 [1] - Introduction to Business BUSAD 240 [1] - Principles of Management		3 -- or -- 3
BUSAD 310 [1] - Bookkeeping 1		3
[ or ]                     CSCI 201 [1] - General Computer Literacy and [ and ]                     OFADM 256 [1] - Introduction to Word Processing and [ and ]                     OFADM 259 [1] - Introduction to Spreadsheet Software and [ ]                     OFADM 261 [1] - Introduction to Databases		3 1 -- and -- 1 -- and -- 1
<b>Total credits required for this certificate</b>		<b>27-28</b>

## CONTACT

FOR MORE INFORMATION PLEASE CONTACT

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MJC BUSINESS DEPARTMENT

