

# ACCOUNTING

[accounting.missioncollege.edu](http://accounting.missioncollege.edu)

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## Accounting: Certificate of Achievement (CA)

The Certificate of Achievement in Accounting offers a large selection of courses including first-year college accounting as well as more advanced and specialized courses. Courses in the program provide skills which lead to a number of goals, including career advancement for those already employed, self-employment as a bookkeeper or tax preparer, and completion of many courses needed to take the CPA exam.

### Program Learning Outcomes

- Perform transaction analysis, process accounting information and prepare and analyze reports.
- Prepare and interpret the four basic financial statements.
- Use various methods, including cost-volume-profit analysis and flexible budgets, for decision-making in both manufacturing and service environments.
- Use various methods, including net present value and the time value of money to make capital budgeting decisions.

### Career/Transfer Opportunities

Career opportunities include the following: accountants, accounting clerks, bookkeepers, tax preparers and auditors. Depending on which electives students choose, the program also satisfies many of the lower-division course requirements for transfer to a four-year institution to pursue a degree in Accounting or Business.

**To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.**

**This program can be completed entirely online.**

### Core Requirements (11-12 units)

#### Complete all of the following

		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0

#### Complete ACC 033 and ACC 034 or complete ACC 075

		Units
ACC 033	Forecasting Financial Statements Using Excel -AND-	1.5
ACC 034	Business Financial Planning Using Excel -OR-	1.5
ACC 075	Cloud Computing and Analytics in Accounting	4.0

#### Electives (minimum 11 units): Complete a minimum of eleven units, not already taken, from the following

		Units
ACC 023	Small Business Accounting	3.0
ACC 033	Forecasting Financial Statements Using Excel	1.5
ACC 034	Business Financial Planning Using Excel	1.5
ACC 046	Personal Finance	3.0
ACC 051A	Taxation of Individuals	4.0
ACC 051B	Taxation of Business Entities	3.0
ACC 052	Payroll and Business Tax Accounting	3.0
ACC 057A	Cost Accounting	4.0
ACC 058A	Intermediate Accounting I	4.0
ACC 058B	Intermediate Accounting II	4.0
ACC 059A	Financial Auditing	4.0
ACC 061	QuickBooks: Online Software	3.0
ACC 066	Accounting for Governmental and Nonprofit Entities	3.0
ACC 067	Advanced Accounting	4.0
ACC 070	Ethics in Accounting	3.0
ACC 073	Accounting Information Systems	4.0
ACC 075	Cloud Computing and Analytics in Accounting	4.0
ACC 077	Business Process and Enterprise Resource Planning Systems	4.0
BUS 021	Introduction to Business Computing	3.0
BUS 021L	Introduction to Business Computing Lab	1.0
BUS 028A	Business Law I	3.0

**Total Required Units:**

**23.0-25.0**