

# PROGRAMS

## ACCOUNTING - CERTIFICATE

### Accounting - Certificate

Accounting Dept

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

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

#### Meet the Following Requirements

1. Complete all required certificate courses with a C (or P) or better.
2. Complete at least 1/3 of the program courses at Mission College to establish residency.

#### NOTES:

- Requirements here apply to the current catalog year and are subject to change. Visit DegreeWorks in My Mission Portal to view requirements based your catalog year.
- Not all classes are offered each semester.

#### Core Curriculum Courses (Required)

Code	Class	Units
ACC 001A	Financial Accounting (4.0 Lecture)	4.0
ACC 001B	Managerial Accounting (4.0 Lecture)	4.0

#### Additional Required Courses (3.0-4.0 Units)

Code	Class	Units
ACC 033	Forecasting Financial Statements Using Excel (1.5 Lecture)	1.5
ACC 034	Business Financial Planning Using Excel (1.5 Lecture)	1.5

OR

Code	Class	Units
ACC 075	Cloud Computing and Analytics in Accounting (4.0 Lecture)	4.0

#### Plus at least 12.0 Units from the Following

Code	Class	Units
ACC 023	Small Business Accounting (3.0 Lecture)	3.0
ACC 033	Forecasting Financial Statements Using Excel (1.5 Lecture)	1.5
ACC 034	Business Financial Planning Using Excel (1.5 Lecture)	1.5
ACC 040	Introduction to Personal Financial Planning (1.0 Lecture)	1.0
ACC 041	Insurance Planning (1.0 Lecture)	1.0
ACC 042	Investment Planning (1.0 Lecture)	1.0
ACC 043	Tax Planning (1.0 Lecture)	1.0

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Code	Class	Units
ACC 044	Retirement Planning (1.0 Lecture)	1.0
ACC 045	Estate Planning (1.0 Lecture)	1.0
ACC 051A	Taxation of Individuals (4.0 Lecture)	4.0
ACC 051B	Taxation of Business Entities (3.0 Lecture)	3.0
ACC 052	Payroll and Business Tax Accounting (3.0 Lecture)	3.0
ACC 053A	Volunteer Income Tax Assistance (VITA) I (3.0 Lecture)	3.0
ACC 053B	Volunteer Income Tax Assistance (VITA) II (0.5 Lecture/0.5 Lab)	1.0
ACC 053C	Volunteer Income Tax Assistance (VITA) III (0.5 Lecture/0.5 Lab)	1.0
ACC 057A	Cost Accounting (4.0 Lecture)	4.0
ACC 058A	Intermediate Accounting I (4.0 Lecture)	4.0
ACC 058B	Intermediate Accounting II (4.0 Lecture)	4.0
ACC 059A	Financial Auditing (4.0 Lecture)	4.0
ACC 060	QuickBooks: Desktop Software (3.0 Lecture)	3.0
ACC 061	QuickBooks: Online Software (3.0 Lecture)	3.0
ACC 066	Accounting for Governmental & Nonprofit Entities (3.0 Lecture)	3.0
ACC 067	Advanced Accounting (4.0 Lecture)	4.0
ACC 070	Ethics in Accounting (3.0 Lecture)	3.0
ACC 073	Accounting Information Systems (4.0 Lecture)	4.0
ACC 077	Business Processes and Enterprise Resource Planning Systems (4.0 Lecture)	4.0
BUS 021	Introduction to Business Computing (3.0 Lecture)	3.0
BUS 021L	Introduction to Business Computing Laboratory (1.0 Lab)	1.0
BUS 028A	Business Law I (3.0 Lecture)	3.0
Total Required Units		23.0-25.0

### Career/Transfer Opportunities

Career opportunities include the following: accountants, accounting clerks, bookkeepers, tax preparers, and auditors. Depending on which electives you 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.

- [Talk to a counselor.](#)
- [Submit a course substitution request.](#)
- [Contact Accounting department.](#)