

San José City College
Certificate of Achievement
Level 2
2020-2021

ACCOUNTING

San José City College offers a Certificate of Achievement in Accounting. This curriculum provides training for paraprofessional accountants, payroll clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring special skills in general bookkeeping and machine bookkeeping. Students may achieve an employment skill through this one-year program. An advanced course in the certificate must be taken at San José City College. A “C” grade or better is required in all required major and certificate courses including the approved program elective courses.

Upon completion of program students will be able to:

- Compute, classify, record, and verify numerical data to develop and maintain financial records and statements.
- Demonstrate the ability to identify key issues, research relevant data, and think critically and analytically about possible solutions for financial problems.
- Receive and process written and oral financial information and interpret financial information including financial statements for management, investors, clients and other interested users.
- Record and prepare financial records and statements using accounting software.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Ability to understand and implement the ethical responsibility of the accountant to society.

CAREER OPTIONS:

- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

Faculty: Linda Ferrell, Linda.Ferrel@sjcc.edu
Business and Workforce Development Division
San José City College Web Page

(408) 288-3131
www.sjcc.edu

Accounting

<u>CERTIFICATE OF ACHIEVEMENT - LEVEL 2:</u>			<u>UNITS</u>
ACCTG	020	Financial Accounting	5
ACCTG	021	Managerial Accounting	5
ACCTG	030	QuickBooks	3
ACCTG	097	Accounting for Income Taxes	3
BUS	007A	Business Language Skills	3
CIS	041	Introduction to Computer Information Systems	3
APPROVED PROGRAM ELECTIVES - 2 units from Approved Program Electives List:			<u>2</u>
TOTAL			24

APPROVED PROGRAM ELECTIVES – 2 units required:

ACCTG	050	Personal Financial Planning	3
ACCTG	098	Directed Study	1-2
ACCTG	138	Work Experience	1-2
BUS	008	Business English and Writing	3
BUS	025	Introduction to Investments	3
BUS	071	Legal Environment of Business	3
CA	050D	Microsoft Excel Level 1	1
CA	055D	Microsoft Excel Level 2	1
ECON	010A	Principles of Macroeconomic Theory	3