

Program:	Income Tax - Skills Certificate
Meta-major:	Business, Entrepreneurship, & Law



	Winter Year 1	Spring Year 1
		1-8 week
	ACCT 015 TAX ACCOUNTING I <i>Offered this semester only due to tax law changes</i> 3 units	ACCT 016 TAX ACCOUNTING II 3 units
	ACCT 019 ETHICS FOR ACCOUNTING PROFESSIONALS 3 units	
Semester Units:	6	3
	Total Units:	9

All courses are available in an online format.

Program:	Computerized Bookkeeping and Accounting Technician - Certificate of Achievement
Meta-major:	Business, Entrepreneurship, & Law



	Fall Year 1	Winter Year 1	Spring Year 1
	1-8 week		1-8 week
	ACCTG 023 RECORDKEEPING FOR SMALL BUSINESS 3 units	ACCTG 021 BOOKKEEPING AND ACCOUNTING I 3 units	ACCTG 019 ETHICS FOR ACCOUNTING PROFESSIONALS 3 units
		ACCTG 027 AUTOMATED ACCOUNTING METHODS AND PROCEDURES II 3 units	ACCTG 022 BOOKKEEPING AND ACCOUNTING II <i>Prerequisite: ACCTG 021</i> 3 units
		ACCTG 017 PAYROLL ACCOUNTING 2 units	BUS 038 BUSINESS COMPUTATIONS <i>Advisories: ENGLISH 028 AND ENGLISH 067</i> or ACCTG 031 MATHEMATICS OF ACCOUNTING 3 units
			ACCTG 055 ACCOUNTING COMPUTER LABORATORY 1 unit
8-week Units:	3	8	7
Semester Units:	11	3	7
		Total Units:	21

All courses are available in an online format.