



PROGRAM OF STUDY

ACCOUNTING - CRT - Certificate of Achievement

Term Effective: Spring 2006

Total Units: 19 - 20

The Accounting Program encompasses an area of study which includes basic accounting, financial and managerial accounting principles, income tax accounting and accounting general ledger software. The Accounting Program within the Citrus College Business Department conducts the program with an outstanding faculty to prepare students for professional careers and/or personal use. The program combines classroom lectures, demonstrations and a wide use of technology to ensure relevant training.

REQUIRED COURSES:

Course	Title	Units	Completed	In Progress	Need
ACCT 101	Financial Accounting	4			
	or				
ACCT 101H	Financial Accounting - Honors	4			
ACCT 102	Managerial Accounting	4			
BUS 130	Introduction to Business	3			
BUS 132	Ethics in Business	3			
OFF 101	Introduction to Microsoft Office Applications	3			
	or				
OFF 120	Excel Spreadsheet	2			

Plus one of the following:					
Course	Title	Units	Completed	In Progress	Need
BUS 146	Personal Finance	3			
BUS 150	Business English	3			
BUS 152	Business Communications	3			
BUS 160	Business Law and the Legal Environment I	3			

Total Units: 19 - 20

[Certificates of Achievement general policies and procedures](#) ,
 or go to: www.citruscollege.edu/stdntsrv/counsel/certificates