



Computerized Accounting Specialist Certificate

Core Courses

Acctg 101	Financial Acctg
or	
Acctg 110	Basic Acctg
Acctg 120	Computerized Acctg
Acctg 121	Adv. Comput Acctg
Acctg 130	Payroll Acctg

Suggested Schedule

<u>Fall</u>	<u>Spring</u>
Acctg 101/110	Acctg 120

<u>Fall</u>
Acctg 130
Acctg 121

Certified Tax Preparer Certificate

Core Courses

Acctg 101	Financial Acctg
Acctg 130	Payroll Acctg
Acctg 150	Principles Income Tax
Acctg 155	VITA Lecture
Acctg 156	VITA Lab
Acctg 160	Advanced Income Tax

Suggested Schedule

<u>Spring/Summer</u>	<u>Fall</u>
Acctg 101	Acctg 150
	Acctg 130

<u>Winter</u>	<u>Spring</u>
Acctg 155	Acctg 156
	Acctg 160



For more information call:

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Accounting Certificates

The Accounting Department offers four certificates: Accounting, Bookkeeping, Computerized Accounting Specialist and Certified Tax Preparer. These certificates fulfill Glendale Community College's mission to provide courses for our students to 1) transfer 2) get a job and 3) self-improvement.

Any student can work towards an accounting certificate. However, information concerning the emphasis for each certificate may be helpful to determine the best certificate to obtain.

- The **Accounting Certificate** is geared towards students who are planning to transfer to a four-year college.
- The **Bookkeeping Certificate** is designed for students to get an Accounting job.
- The **Computerized Accounting Specialist** is a mini certificate for those who want to concentrate on using different accounting systems for various clients.
- After completing the six required courses for the **Certified Tax Preparer Certificate**, a student can apply to the California Tax Education Council (CTEC) to become certified to provide individual tax services for a fee.

Accounting Certificate

Core Courses

Acctg 101 or
105/106
Acctg 102
Acctg 120
BUSAD 101
BUSAD 106
BUSAD 120
BUSOT 270
CS/IS 101

30 units

Financial Acctg*

Managerial Acctg
Computerized Acctg*
Intro to Business
Written Bus. Comm.
Business Law I
Excel Spreadsheets
Computer Science/Info

5 Elective units can be selected from:
Acctg 110*,121*,130*,150*,155*,156*,160*,
CSIS 190, BUSAD 125,131,135, Internship
150, Economics 101, 102, BUSOT 106, 260
*applies to more than one certificate

Suggested Schedule

<u>Fall</u>	<u>Spring</u>
Acctg 101	Acctg 102
CSIS 101	BUSOT 270
BUSAD 120	Acctg 120

<u>Fall</u>	<u>Spring</u>
Econ 101**	Econ 102**
BUSAD 101	BUSAD 106

** or other elective

Bookkeeping Certificate

Core Courses

Acctg 110
Acctg 120
Acctg 130
BUSAD 101
BUSOT 105
BUSOT 106
BUSOT 110

22 units

Basic Acctg
Computerized Acctg
Payroll Acctg
Intro to Business
Intro to Office Corres.
Electronic Calculators
Collegiate Bus. Math

5 Elective units can be selected from:
Acctg 101/105/106*,102,
Acctg 121*,130*,150*,155*,156*,160*,
CSIS 100, 101, 201 Internship 150
BUSAD 106,110,120,125,162 ,
BUSOT 200, 205, 208, 270
*applies to more than one certificate

Suggested Schedule

<u>Fall</u>	<u>Spring</u>
Acctg 110	Acctg 120
BUSOT 106	BUSOT 110
BUSAD 101	BUSOT 105

<u>Fall</u>
Acctg 130
Acctg 121**

** or other elective