



Program of Study

Accounting – CR Certificate of Achievement

Term Effective: Fall 2009	Total Units: 19-20
Description: 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, transfer, and/or personal use. The program combines classroom lectures, demonstrations and a wide use of technology to ensure relevant training.	

Required courses: All required courses for the certificate **MUST** be completed with a “C” or better.

Course	Title	Units	Completed	In Progress	Need
ACCT 101	Financial Accounting	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

<p>*Course Prerequisites and Advisories: Courses in a program of study may have prerequisites or advisories; that is, courses that must or should be completed before taking that course. Please check for prerequisites by consulting an advisor or Counselor or the Citrus College Catalog.</p>

Please Note: A minimum of 50% of required courses for the certificate must be completed at Citrus College.



CERTIFICATE - GENERAL INFORMATION

Read the general information/instructions below. Make an appointment with a counselor to apply for your certificate when your requirements are completed or currently in-progress. All official transcripts from other colleges and universities must be on file with Citrus College. (Transcripts must show courses to be used to fulfill certificate requirements.)

INSTRUCTIONS TO APPLY FOR A CERTIFICATE

1. If you are unsure about any requirements to earn a certificate or would like to apply for a certificate please schedule an appointment with a counselor or advisor at (626) 914-8530.
2. Make sure all transcripts are on file from other colleges and universities.
3. Catalog year refers to the year the pattern of certificate requirements you followed was printed in the Citrus College catalog. You may apply for the certificate using the major pattern (certificate requirements) of the year you entered Citrus College, or any subsequent year as long as you have maintained continuous enrollment.

(Schedule an appointment with a counselor if you are not clear about the catalog year.)

4. Any required certificate/verification or approved course waiver or substitution must be petitioned and attached to the application.

If after you applied and changed your mailing address or you do not receive your certificate, please notify the Admissions Office

