

**Taft College Certificate Requirements**  
**ACCOUNTING**

This one-year certificate program is designed for those students interested in seeking initial employment in bookkeeping and accounting and to improve the skills of those already in this profession. Upon successful completion of the required and elective courses with a 2.0 (C) grade point average, a certificate of achievement will be awarded.

**Certificate In Accounting**

<b><u>Required Courses:</u></b>		<b><u>Units</u></b>
___ BSAD 1A	Intro to Financial Accounting	4
___ BSAD 1B	Intro to Managerial Accounting	4
___ BUS 18	Business Law	3
___ BUS 50	Business Mathematics <b>or</b>	
	BSAD 16, ECON 16, <b>or</b> MATH 16 Intro to Math Analysis	4
___ BUS 53	Computerized Accounting	1
___ BUS 59	Electronic Machine Calculations	1
___ COSC 39H	Microsoft Excel 03	1.5
___ Elective*		3
<b>Total</b>		<b>21.5</b>

**\*Electives to be selected from the following courses:**

___ ECON 1B	Intro to Economics-Micro	3
___ BUS 32	Intro to Business	3
___ COSC 34H	Microsoft Access 03	1.5
___ COSC 35E	Problem Solving with Spreadsheets/Excel 02	1.5
___ COSC 40I	Microsoft Word 03	1.5
___ ENGL 1A	Composition & Reading <b>or</b>	
	ENGL 50 English Fundamentals	3
___ STAT 10	Elementary Statistics	5