

# Cert. Accounting -Professional Bookkeeping 25-26

(DRAFT)

## ABOUT THIS MAJOR



This certificate requires a minimum of 32-33 units. This program provides entry-level bookkeeping skills to those considering the bookkeeping/accounting field and will enhance the skills of currently employed individuals to facilitate advancement opportunities.

Students who complete this certificate have enhanced employability with various types of employers and in various fields of bookkeeping and accounting. For example, students may be employed by governmental agencies, not-for-profit organizations, and private businesses. They may even decide to go into business for themselves as a bookkeeper, tax preparer or accountant, preferably after gaining initial or additional experience on the job. Specific positions of employment for Professional Bookkeepers include accounting clerks, accounting technicians, auditing clerks, bookkeeping clerks, and full-charge bookkeepers. A maximum of 6 pass/no pass units will be accepted for a Professional Bookkeeping certificate. For more information, visit the [Social and Behavioral Sciences division](#).

### TO EARN A Certificate A STUDENT MUST COMPLETE THE FOLLOWING:

- [1] Completion of Major & Program Electives Courses
- [2] Minimum grade point average of 2.0
- [3] A C or better in all courses required for the major

**Certificate: Accounting - Professional Bookkeeping**  
[Total Units Required for the Major 32-33]

Required Courses (Total 26 units)	
ACCT111 - Bookkeeping	3
ACCT113 - Bookkeeping II	3
ACCT115 - Payroll Bookkeeping	2
ACCT121 - Computerized Accounting	3
ACCT131 - Introduction to Income Tax	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment and Personal Finance	3
CA103 - Introduction to Computers and Digital Technology	3
CA121 - Microcomputer Spreadsheets	3

Required Math Course (Total 3-4 units)	
BUS105 - Business Mathematics	3
Or	
MATH124 - Finite Math	4

Program Electives (Total 3 units)	
ACCT199 - Work Experience Education	3-8
BUS101 - Introduction to Business	3
BUS201 - Business Law	3
CA111 - Word Processing-Microsoft Word	3
CA131 - Relational Database Management and Design	3
MGT115 - Human Behavior in Organization	3

## RECOMMENDED PATHWAY

### Accounting - Professional Bookkeeping Certificate

The Recommended Plan of Study is determined by the discipline faculty  
Take classes in Summer or Intersession if needed to complete your degree in a timely manner!

Fall/Spring: Max 19 units | Summer: Max 9 units | Intersession: Max 6 units

■ Major

▲ Program Electives

### SEMESTER 1

COURSE ADVISEMENT	Units
■ ACCT 111	3
■ CA 103	3
■ BUS 105 OR MATH 124	3-4
■ ACCT 131	3
■ CA 121	3
<b>TOTAL SEMESTER UNITS</b>	<b>15-16</b>

### SEMESTER 2

COURSE ADVISEMENT	Units
■ ACCT 113	3
■ ACCT 121	3
■ ACCT 115	2
■ BUS 113	3
■ BUS 121	3
▲ PROGRAM ELECTIVE (CHOOSE FROM LIST)	3-8
<b>TOTALS SEMESTER UNITS</b>	<b>17-22</b>

<b>TOTAL UNITS</b>	<b>32-33</b>
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### COUNSELING NOTE SECTION

**Prerequisite:** If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade to enroll in the next course. A satisfactory grade is a grade of "A," "B," "C" or "P". Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop. Title 5, Section 55200(d)

#### Application for Graduation:

Antelope Valley College awards degrees three times annually following the Fall, Spring, and summer semesters. Students must apply for graduation to earn their degree or certificate. Applications are due by September 6 for spring/summer graduates and by February 14 for fall graduates.

This Certificate is also offered as an associate's degree. Schedule a counseling appointment to get more information on the Accounting - Professional Bookkeeping associate's degree!

AVC 25-26 CATALOG: [ACADEMIC POLICIES](#)

#### INFORMATION and RESOURCES

Tutoring Assistance	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
Basic Needs	Financial Aid	Counseling Division