

# STAFF ACCOUNTANT, CERTIFICATE OF ACHIEVEMENT

**Banner Code:** 2\_CN\_ACCT  
**Financial Aid Eligible**

This Staff Accountant Certificate of Achievement provides a collective study of financial and managerial accounting principles to prepare students for employment opportunities in general accounting, accounts receivable, and accounts payable.

## Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Process business transactions into an accounting information system.
2. Prepare accrual-basis financial statements in accordance with generally accepted accounting principles.
3. Interpret financial statements to assess an organization's operational performance, profitability, financial condition, liquidity, solvency, and ability to generate future cash flows.
4. Perform a variety of financial ratios and variance analysis metrics to facilitate management decision making.
5. Operate primary systems and applications used in accounting.

## Potential careers students may enter upon completion are as follows:

- Bookkeeping, accounting, and auditing clerk
- Accountants and auditor
- Budget analyst
- Billing and account collector
- Billing and posting clerk

Review Graduation Requirements (<https://catalog.cccd.edu/golden-west/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
<b>Required Courses</b>		
ACCT G101	Financial Accounting	4
ACCT G102	Managerial Accounting	4
ACCT G105	Excel for Accounting and Finance	3
ACCT G235	Quickbooks Pro for Accountants	3
ACCT G211	Intermediate Accounting 1	3
<b>Total Units</b>		<b>17</b>

## Recommended Program Sequence

These sequences are general maps for students to finish all requirements for the Certificate. There may be advisories or time requirements that students may want to consider before following these maps. **Students are advised to meet with a GWC Counselor for alternate sequencing.**

### Year 1:

Course	Title	Units
<b>Semester 1</b>		
ACCT G101	Financial Accounting	4
ACCT G111	Individual Income Taxation	3
ACCT G130 or ACCT G235	Computerized Accounting Quickbooks Pro for Accountants	3
<b>Units</b>		<b>10</b>

Course	Title	Units
<b>Semester 2</b>		
ACCT G102	Managerial Accounting	4
<i>Select two of the following:</i>		6
ACCT G110	Payroll Accounting and Taxation	3
ACCT G113	Business Taxation	3
ACCT G210	Cost Accounting	3
ACCT G211	Intermediate Accounting 1	3
ACCT G212	Intermediate Accounting 2	3
ACCT G215	Sarbanes-Oxley Act and Internal Controls	3
ACCT/CJ G220	Forensic Accounting, Introduction	3
<b>Units</b>		<b>10</b>