

Columbia Program Outline Report

Program Basics

Award Title:	Accounting COA
Department:	Business Administration
Award Type:	Certificate of Achievement
Award Description	This Certificate of Achievement prepares students for an entry level position as a full charge bookkeeper. Students learn the accounting cycle, how to analyze and post to the journal and prepare financial statements.
Control Number:	20772
Colleague ID:	CBUSA_C_103049
Award TOP Code (SP01) :	0502.00
Award TOP Code (SP01) :	Accounting
Award CIP Code:	(52.0302) Accounting Technology/Technician and Bookkeeping.
CCCCO Award Type (SP02) (SP02) :	Certificate requiring 30 to fewer than 60 semester units
Maximum Credits:	30
Minimum Credits:	30
Curriculum Committee Approval Date:	11/05/2019
Board of Trustees Approval Date:	12/11/2019
External Review Approval Date:	12/04/2019

Proposal Details

Proposal Start:	CC Summer 2021
Award Requirements:	To earn this Certificate of Achievement, complete the course requirements with a C (or P) or better.

Rationale for Proposal: No value

Submission Rationale

No value

ACCJC DE Approval Date

ACCJC DE Approval Date

12/10/2020

ACCJC Correspondence Education Approval Date

ACCJC Correspondence Education Approval Date

No Value

Program CIP Code

Program CIP Code

52.0302 Accounting Technology/Technician and Bookkeeping.

Program Requirements

Accounting COA (Total 30)

Complete the following number of credits: 30

Required Courses (Total 27)

Complete all of the following

BUSAD18 - Business Law	3
BUSAD24 - Human Relations in Organizations	3
BUSAD135 - Computerized Accounting (QuickBooks)	2
BUSAD158 - Payroll Accounting	3
BUSAD161 - Small Business Accounting	4
BUSAD163 - Business Mathematics	3
BUSAD164 - Income Tax	3
COMP3 - Comprehensive Word Processing	3
COMP5 - Comprehensive Spreadsheets	3

Required Courses: Choose One (Total 3)

Complete the following number of credits: 3

BUSAD29 - Project Management	3
COMP29 - Project Management	3

Recommended Sequences

New Sequence

Fall 1 (Total 9)

Required Courses BUSAD18 - Business Law

3

Required Courses BUSAD24 - Human Relations in Organizations

3

Required Courses: Choose One (Total 3)

Take one of the following

BUSAD29 - Project Management

3

COMP29 - Project Management

3

Fall 2 (Total 8)

Required Courses BUSAD135 - Computerized Accounting (QuickBooks)

2

Required Courses BUSAD158 - Payroll Accounting

3

Required Courses COMP3 - Comprehensive Word Processing

3

Spring 1 (Total 7)

Required Courses BUSAD161 - Small Business Accounting

4

Required Courses BUSAD163 - Business Mathematics

3

Spring 2 (Total 6)

Required Courses BUSAD164 - Income Tax

3

Required Courses COMP5 - Comprehensive Spreadsheets

3