

Business, Law, and Information Technology Career and Academic Pathways (CAPs)



		Introductory Accounting I	5		
		Business Law I	3		

Total Units 8

		Course	Units		
		Introductory Accounting II	5		
		Tax Accounting I	3		
		Introduction to Computers and Their Uses	3		

Total Units 11

Degree Path and Requirements:

The Accounting Certificate of Achievement includes 19 - 20 program units.

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and

certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check [financial aid](#)

Department Advising Notes:

Program Description

This program is designed to give the student specific knowledge of accounting and an overall view of business, law and data processing

Career and Transfer Opportunities

The Accounting Certificate of Achievement prepares students to enter the workforce as a staff accountant, bookkeeper, accounting assistant, and

_____ for transfer information, which varies based on transfer college. Make an appointment with a _____
_____ for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the _____
_____ on ELAC main campus. More information about job research can be found in [Centers of Excellence Labor Market Research](#)

Youtube Videos

Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to

Prerequisite Course

A specific course that must be completed before advancing to the next course.

