

**Application for Award
CERTIFICATE OF ACHIEVEMENT
IN ACCOUNTING**
Major Code: 050200



Instructions to student:

1. Please complete this form.
2. Attach copies of your transcripts which include classes required for this certificate.
3. Return your completed application to Admissions & Records (SSA 218) 310-233-4020.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
Component I (choose 16 units minimum)					
ACCTG 1	Introductory Accounting I	5			
ACCTG 2	Introductory Accounting II	5			
ACCTG 3	Intermediate Accounting	3			
ACCTG 11	Cost Accounting	3			
ACCTG 15	Tax Accounting I	3			
ACCTG 16	Tax Accounting II	3			
Component II (choose 15 units minimum)					
BUS 1	Introduction to Business	3			
BUS 5	Business Law I	3			
BUS 6	Business Law II	3			
BUS 31	Business English	3			
BUS 32	Business Communications	3			
BUS 38	Business Computation	3			
BUS 60	Keyboarding Fundamentals	1			
CO INFO 1	Principles of Business Computer Systems I	3			
CO INFO 16	Spreadsheet Applications - Excel	3			
CO INFO 24	Accounting on Microcomputers	2			
FINANCE 2	Investments	3			
FINANCE 8	Personal Finance and Investments	3			
MGMT 2	Organization and Management Theory	3			
REAL ES 16	Income Tax Aspects of Real Estate	3			
Total Units		31			

Student Name: _____

Student ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

By signing below I certify that all information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Do not write in this box

Granted

Denied

Pending

Notes: _____

Reviewed by: _____

on date: _____

Student notified by email on date:

Application for Award SKILLS CERTIFICATE IN TAXATION

Major Code: 050202



Instructions to student:

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Course	Name	Units	Grade	Semester Completed	Year Completed
ACCTG 1	Introductory Accounting I	5			
ACCTG 15	Tax Accounting I	3			
ACCTG 16	Tax Accounting II	3			
CO INFO 24	Accounting on Microcomputers	2			
REAL ES 16	Income Tax Aspects of Real Estate	3			
	Total Units	16			

Student Name: _____

Student ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

By signing below I certify that all information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Do not write in this box

Granted

Denied

Pending

Notes: _____

Reviewed by: _____

on date: _____

Student notified by email on date:

Application for Award SKILLS CERTIFICATE IN ACCOUNTING

Major Code: 050201



Instructions to student:

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Course	Name	Units	Grade	Semester Completed	Year Completed
ACCTG 1	Introductory Accounting I	5			
ACCTG 2	Introductory Accounting II	5			
ACCTG 3	Intermediate Accounting	3			
ACCTG 11	Cost Accounting	3			
or ACCTG 15	Tax Accounting I	3			
	Total Units	16			

Student Name: _____

Student ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

By signing below I certify that all information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

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Granted

Denied

Pending

Notes: _____

Reviewed by: _____

on date: _____

Student notified by email on date:

Application for Award SKILLS CERTIFICATE IN TAXATION

Major Code: 050201



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Course	Name	Units	Grade	Semester Completed	Year Completed
ACCTG 1	Introductory Accounting I	5			
ACCTG 2	Introductory Accounting II	5			
ACCTG 3	Intermediate Accounting	3			
ACCTG 11	Cost Accounting	3			
or ACCTG 15	Tax Accounting I	3			
	Total Units	16			

Student Name: _____

Student ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

By signing below I certify that all information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Do not write in this box

Granted

Denied

Pending

Notes: _____

Reviewed by: _____

on date: _____

Student notified by email on date:
