

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



Program Course	ACCTG 001	Introductory Accounting I	5	This course is offered every semester. ACCTG 021 & 022 are equivalent to ACCTG 001. This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under "Class Search Type" as "Zero Textbook Cost" or "Low-Cost Textbook Classes."	This course is offered day, evening, and online.
Program Course	LAW 001	Business Law I	3	This course is offered every semester.	This course is offered day, evening, and online.

Total Units 8

Semester 2	Course Code	Course	Units	Notes	Advising Notes
Program Course	ACCTG 002	Introductory Accounting II	5	This course is offered every semester and has a prerequisite of ACCTG 001. This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under "Class Search Type" as "Zero Textbook Cost" or "Low-Cost Textbook Classes."	This course is offered day, evening, and online.
Program Course	ACCTG 015	Tax Accounting I	3	This course is offered fall and spring semesters.	This course is offered day, evening, and online.
Program Course	CIS 101	Introduction to Computers and Their Uses	3	This course is offered every semester.	This course is offered day, evening, and online.

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 recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#). Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with [financial aid](#) for eligibility.

Department Advising Notes:

Please consult with a counselor to review your options based on your educational goals as course preferences may vary based on your career objectives.

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 accounting clerk in the public, private, and government sectors.

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

Youtube Videos

[Bookkeeping, Accounting, and Auditing Clerk Career Video](#)

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 this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

Prerequisite Course

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

Check the online catalog at elac.edu for the latest and most accurate information.

Contact

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