

## ACCOUNTING

This degree program is designed to prepare students to enter the workforce as accounting technicians or tax technicians. The curriculum is supported by related business courses and a strong general education program for students interested in qualifying for responsible positions in accounting. *Designed for a two-year degree or certificate. Students interested in pursuing a bachelor's degree in accounting should consult the catalog of the transfer institution for specific requirements.*

### CAREER OPPORTUNITIES

- \* Auditor
- \* Budgeter
- \* Bank Examiner
- Bookkeeper
- \* Cost Accountant
- \* Certified Accountant
- \* Controller
- Credit Card Clerk
- Securities Clerk
- \* Systems Analyst
- \* Tax Specialist/Accountant
- \* Treasurer
- \* Bachelor Degree or higher required

### Associate in Science Degree Requirements:

Course	Title	Units
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 122	Intermediate Accounting	4
BUS 124	Auditing	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
BUS 150	Individual Income Tax Accounting	3
BUS 162	Analysis of Financial Statements	3
BUS 176	Computerized Accounting Applications	2
CIS 110	Principles of Information Systems	4
	Total Required	33
	Plus General Education Requirements	

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Accounting. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### BOOKKEEPING CERTIFICATE

This certificate is for students who need very specific training in the area of bookkeeping/accounting, either to obtain the necessary skills for an entry level office position, or to provide technical competence for advancement within the office environment.

### Certificate Requirements:

Course	Title	Units
BOT 123-125	Comprehensive Excel Levels I-III	3
BUS 109	Elementary Accounting	3
	or	
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 128	Business Communication	3
BUS 129	Payroll Accounting and Business Taxes	2
BUS 176	Computerized Accounting Applications	2
CIS 105	Introduction to Computing	3
	Total Required	20-21

Note: BUS 109 may be taken instead of BUS 120 for the Bookkeeping certificate only.

### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Bookkeeping. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.