

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.*

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Use personal and ethical frameworks to respond to ethical dilemmas.
- Articulate the role of accounting within economic or industry environments through effective communication.
- Demonstrate analytical and information technology skills needed to solve business problems or give recommendations to improve business processes.

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.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Articulate economic and industry issues and the role of accounting within that environment.
- Apply bookkeeping concepts, principles, standards and processes.

- Demonstrate information technology skills as they apply to today's business environment to solve business problems and to communicate those solutions.
- Demonstrate analytical skills through finding, organizing, assessing and analyzing data appropriate to a given situation.
- Provide insightful advisory judgments and recommendations regarding the accounting for and the business implications of events, conditions, circumstances, and transactions that give rise to business opportunities or problems.
- Use personal and ethical frameworks to respond to ethical dilemmas.

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	2
	Total Required	19-20

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.