

PROGRAM OF STUDY

Accounting A.A. Degree

The Business Department offers transfer programs and non-transfer occupational programs leading to an Associate in Arts degree, Associate in Science Degree for Transfer, a Certificate of Achievement, and/or a Certificate of Proficiency in several business areas. If you wish to transfer to a four-year college in business and you want to complete an associate degree prior to transfer, you should complete your degree in Business Administration or General Business.

Accounting, General Business, and Office Skills Programs will assist you in numerous ways. They will provide you with those skills needed for immediate employment; they will prepare you for advancement to positions that require more in-depth knowledge of organization and business principles; they will develop and upgrade your skills in related business and office skills areas; and/or they will help you acquire entry-level job skills.

Career Opportunities in

entry-level accounting positions.

Required Courses

BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 002	Introduction to Business Law	3
BUS 005	Human Relations in Business	3
BUS 010	Introduction to Business	3
BUS 019	Business Communications	3
BUS 024	Computerized Accounting Principles	3
BUS 056	Human Resources Management	3
CIS 001	Introduction to Computer Information Systems	4
CIS 042A	Spreadsheet Applications I	2
CIS 042B	Spreadsheet Applications II	2
General Education and Elective Courses		26

Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree in accounting. This is only one possible pattern. If you wish to earn an associate degree, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

1st Semester/Fall		Units
BUS 005	Human Relations in Business	3
CIS 042A	Spreadsheet Applications I	2
CIS 042B	Spreadsheet Applications II	2
2nd Semester/Spring		Units
BUS 010	Introduction to Business	3
BUS 019	Business Communications	3
CIS 001	Introduction to Computer Information Systems	4
3rd Semester/Fall		Units
BUS 001A	Financial Accounting	4
BUS 002	Introduction to Business Law	3
4th Semester/Spring		Units
BUS 001B	Managerial Accounting	4

BUS 024	Computerized Accounting Principles	3
BUS 056	Human Resources Management	3

Total Units **60**

PID 482