

ASSOCIATE IN SCIENCE DEGREE

Accounting

Career/Technical (Major Code: 02011)

Provides training in accounting theory and practice, sole proprietorship, partnership, corporation accounting procedures, cost accounting, income tax procedures, and the application of microcomputers to accounting problems. Prepares students for employment as junior members of the accounting staff of a private business or industrial enterprise, a public accounting firm, or a governmental agency.

ACCT 12	Computerized Accounting	3
ACCT 101	Principles of Accounting I	4
ACCT 102	Principles of Accounting II—Managerial	4
ACCT 105	Intermediate Accounting	3
ACCT 109	Federal Income Tax	3
BUS 123	Introduction to Investments	3
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 150	Principles of Management	3
BUS 211	Communication in Business and Industry	3
	OR	3
BUS 212	Business Communication	
BUS 290–293	Work Experience in Business I–IV (2–4)	2
CIS 101	Introduction to Computers and Information Processing	4
CIS 133	Advanced Microcomputer Spreadsheets Software	1
Total units		37

To earn an associate degree, additional general education and graduation requirements must be completed. See page 51.

CERTIFICATES

Accounting

Certificate of Achievement

Career/Technical (Major Code: 02012)

Provides training in accounting theory and practice, sole proprietorship, partnership, corporate accounting procedures, cost or income tax accounting, and the application of microcomputers to accounting problems.

ACCT 12	Computerized Accounting	3
ACCT 101	Principles of Accounting I	4
ACCT 102	Principles of Accounting II—Managerial	4
ACCT 105	Intermediate Accounting	3
ACCT 109	Federal Income Tax	3
BUS 123	Introduction to Investments	3
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 150	Principles of Management	3
BUS 211	Communication in Business and Industry	3
	OR	3
BUS 212	Business Communication	
BUS 290–293	Work Experience in Business I–IV (2–4)	2
CIS 101	Introduction to Computers and Information Processing (4)	2–4
	OR	2–4
CL 120	Computer Literacy (1)	
CIS 122B	Spreadsheet Software—Excel (1)	
Total units		34–36

Micro Technician Bookkeeper

Certificate of Proficiency

Career/Technical (Major Code: 02320)

Designed for those students with no prior accounting or computer experience and who want to learn how to use the microcomputer as a tool for accounting applications. Students will gain essential accounting and computer skills necessary for today's entry-level bookkeeping positions.

ACCT 12	Computerized Accounting	3
ACCT 101	Principles of Accounting I	4
CIS 122B	Spreadsheet Software—Excel	1
CIS 133	Advanced Microcomputer Spreadsheets Software	1
Total units		9

