

Accounting Option, Business

A.A. DEGREE: minimum of 60 units

CERTIFICATE OF ACHIEVEMENT: 22.5 - 33.5 units

DESCRIPTION

Students will have job entry skills for these occupations: accounting clerk, accounts receivable/payable, full charge bookkeeping, general ledger accounting, general office accounting. For those who do not already have a degree, the A.A. option is preferred by employers.

PROGRAM LEARNING OUTCOMES

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

- ▶ After completing this degree or certificate a student will be able to apply accounting theory to accumulate and summarize financial data. Common business software will be used.

BUSINESS CORE COURSES (9-19 UNITS)

CSIS8	Introduction to the Internet	1
MATH402 or	Pre-Algebra	0-3
MATH411	Integrated Pre-Algebra Choose one:	0-3
ACCT20 or	Financial Accounting	4
ACCT103	General Office Accounting Choose one:	3
CSIS1 or	Computer Literacy - MS Office	2
CSIS2 or	Computers in Business.	4
CSIS2L	Computers in Business Lab	1

CHOOSE ONE: (3 UNITS)

ECON1 or	Principles of Macroeconomics	3
BUS1	Fundamentals of Business	3

ONE OF THE FOLLOWING: (1 UNIT)

BOT191A or	Workplace Skills	1
BOT191B or	Workplace Skills	1
BOT191C	Workplace Skills	1

CHOOSE ONE: (0-3 UNITS)

ENGL250 or	Practical Writing	3
	Eligible for English 1A	0
BOT100 or	Business Correspondence	3
BUS100	Business Correspondence	3

ADDITIONAL REQUIREMENTS (13.5 - 14.5 UNITS)

ACCT20	Financial Accounting	4
ACCT120 or	Computerized Accounting - QuickBooks	3
CSIS120	Computerized Accounting - QuickBooks	3
BOT112	Business Computations with Machines	0.5
ACCT121 or	Spreadsheet - MS Excel	1 - 2
CSIS121	Spreadsheet - MS Excel	1 - 2
CSIS128	Database - MS Access	2

CHOOSE ONE: (3 UNITS)

ACCT105 or	Payroll Accounting	3
ACCT111	Introduction to Income Tax	3

RECOMMENDED ELECTIVES:

ACCT21	Managerial Accounting	4
ACCT190	Occupational Work Experience/Accounting	1 - 4
BUS80	Business Law	3
CSIS122 C	Computer Keyboarding	0.5-2

FOR ASSOCIATE DEGREE, COMPLETE

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major requirements. See "Double Counting Rule".

Computerized Accounting

CERTIFICATE OF PROFICIENCY: 17 units

DESCRIPTION

Students receiving the certificate will have entry-level computerized bookkeeping skills for a modern office.

PROGRAM REQUIREMENTS: (17 UNITS)

ACCT121 or	Spreadsheet - MS Excel	1 - 2
CSIS121	Spreadsheet - MS Excel	1 - 2
CSIS2L	Computers in Business Lab	1
ACCT20	Financial Accounting	4
ACCT21	Managerial Accounting	4
CSIS120 or	Computerized Accounting - QuickBooks	3
ACCT120	Computerized Accounting - QuickBooks	3

CHOOSE ONE: (3 UNITS)

ACCT103 or	General Office Accounting	3
ACCT105 or	Payroll Accounting	3
ACCT111	Introduction to Income Tax	3