

# ACCOUNTING: BOOKKEEPING, ASSOCIATE OF SCIENCE DEGREE

**Banner Code:** 3\_AS\_ACBK

**Financial Aid Eligible**

The Accounting program consists of three options that will prepare an individual for preparation in the accounting field as bookkeepers, junior accountants, or tax practitioners.

## Program Level Student Learning Outcomes

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

1. Accumulate, record, and interpret financial data.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Demonstrate proficiency in the use of computerized accounting software.
4. Demonstrate understanding of accounting and business terminology.
5. Prepare accurate reports for decision making and regulatory compliance.

Review Graduation Requirements (<https://catalog.cccd.edu/coastline/graduation-requirements/associate-degree/>) and General Education (<https://catalog.cccd.edu/coastline/general-education/>).

Course	Title	Units
<b>Required Core</b>		
Complete the following:		
ACCT C100	Introduction to Accounting	3
ACCT C101	Financial Accounting	4
ACCT C102	Managerial Accounting	4
ACCT C106	Excel for Accounting	2
ACCT C107	Accounting with QuickBooks	2
ACCT C112	Intermediate Accounting 1	3
<b>Bookkeeping Concentration</b>		
Select six units from the following:		6
ACCT C111	Advanced QuickBooks	
ACCT C283	Work Based Learning	
or ACCT C284	Work Based Learning	
BUS C100	Introduction to Business	
BC C147	Beginning Microsoft Word	
BC C175	Microsoft Access 1	
CIS C100	Introduction to Information Systems	
ENGL C103	Business English	
<i>Units Required for Major Preparation</i>		<i>24</i>
Local General Education, CSU General education, or IGETC pattern		varies
Electives to Satisfy Unit Requirement		varies
<b>Total Units</b>		<b>60</b>