

# PROGRAM OF STUDY

## Accounting Associate in Science Degree

The Associate in Science Degree in accounting combines an in-depth understanding of accounting principles with a breadth of business knowledge. A student who completes the outlined course of study will be prepared for employment in the accounting field. These students will have acquired skills in basic accounting, both manual and computerized. The students will acquire some managerial, cost, and manufacturing accounting skills which will in addition to preparing accounting data, enable them to analyze and make decisions regarding such. They will in addition have acquired skills to use word processing and spreadsheet applications. They will have acquired skills to help them with communication both oral and written. Depending on courses chosen, a student will acquire other knowledge as listed below.

<b>Business Department Core - 9 Units</b>		<b>Units</b>
BA5	BUSINESS COMMUNICATIONS	3
BA10	INTRODUCTION TO BUSINESS	3
IS15	COMPUTER CONCEPTS	3
<b>Major Courses - 15.5 Units</b>		<b>Units</b>
ACCTG1A	Principles of Accounting	4
ACCTG1B	Principles of Accounting	4
ACCTG31	Computerized Accounting	3
BA33	HUMAN RELATIONS IN BUSINESS	3
OT13A	MICROSOFT ACCESS ESSENTIALS	1.5
<b>Select one course - 1.5 units</b>		<b>Units</b>
IS18	SPREADSHEET FUNDAMENTALS	1.5
OT12A	MICROSOFT EXCEL ESSENTIALS	1.5
<b>Select two (2) - 6-7 Units</b>		<b>Units</b>
BA18	BUSINESS AND THE LEGAL ENVIRONMENT	4
BA52	INTRODUCTION TO ENTREPRENEURSHIP	3
ECON1A	INTRODUCTION TO MACROECONOMICS	3
ECON1B	INTRODUCTION TO MICROECONOMICS	3
MKTG10	MARKETING	3
<b>Select one (1) - 3-4 Units</b>		<b>Units</b>
BA39	FINITE MATHEMATICS FOR BUSINESS	3
STAT7	ELEMENTARY STATISTICS	4
<b>RC General Education - 19 units</b>		<b>Units</b>
<b>RC graduation/competency requirements - 22.5-26 units</b>		<b>Units</b>
<b>Total Units</b>		<b>76.5 - 80</b>

Effective Term: Fall 2012

PID 272