

## **ASSOCIATE OF SCIENCE DEGREE AND CERTIFICATE OF ACHIEVEMENT: ACCOUNTING**

The associate degree and certificate of achievement curriculum in accounting prepare students for entry-level positions and professional advancement in public, private, and governmental accounting. Entry level employment opportunities include positions such as accounts payable/receivable clerk, payroll accountant, accounting paraprofessional, and tax examiner assistant. The Business Department also offers a transfer curriculum to a four-year university.

For the Certificate of Achievement in Accounting, complete the units of coursework listed. Consult a Los Medanos College counselor to develop your education plan.

For the Associate of Science Degree in Accounting, complete the units of coursework listed as well as the General Education requirements. Consult a Los Medanos College counselor to develop your education plan.

### **REQUIRED COURSES: UNITS**

BUS-185 Computer Assisted Accounting - QuickBooks 3

BUS-186 Financial Accounting 4

BUS-187 Managerial Accounting 4

BUS-018 Introduction to Excel 3

BUS-109 Introduction to Business 3

### **TOTAL UNITS 17**

### **AND SELECT A MINIMUM OF 6 UNITS FROM:**

BUS-027 Small Business Management 3

BUS-294 Business Law 3

BUS-059 Business Communications 3

BUS-091 Managing and Working in a Diverse Workforce .5

BUS-092 Business Ethics .5

BUS-093 Dealing with Difficult People .5

BUS-095 Developing Customer Service Satisfaction .5

BUS-096 Time Management and Goal Setting .5

BUS-160 Personal Finance 3

BUS-170 OWEE in Business 1-4

### **TOTAL UNITS FOR THE MAJOR 23**

### **TOTAL UNITS FOR THE DEGREE 60**

### **TOTAL UNITS FOR THIS CERTIFICATE 23**

### **Program Student Learning Outcomes**

1. Demonstrate the knowledge and skills necessary for an entry level position in public and/or private accounting.
2. Analyze information from source documents and narratives and record in the proper accounting records the typical types of financial transactions encountered daily by a for-profit business.
3. Construct financial statements and reports from accounting records.