



# Accounting Associate of Arts Degree

This program provides training for entry-level employment in private industry, government accounting or for self-employment as a provider of a computer-based bookkeeping and/or tax services. In addition, those individuals already employed in accounting can work toward career advancement by taking additional courses.

## SUGGESTED PROGRAM COURSE SCHEDULE

### SEMESTER 1

**17-18 UNITS**

Course	Units	Pre-Reqs <sup>^</sup>	Semesters offered*	GE Area
<b>ACCT 301</b> Financial Acct	4	Advisory: ACCT 101, BUS 105, MATH 120 or 125	F(O, H), S(O), Su	CRC Area II(b)
<b>Math competency for graduation</b> MATH 110, MATH 120, and MATH 144	3-4	MATH 100 or 102 with a grade of "C" or better; placement	F, S, Su	
<b>ACCT 121</b> Payroll Acct	3	Advisory: ACCT 101	F, S	
<b>CRC Area II(a)</b> Written Competency suggestion: <b>BUS 310</b> Bus Comm	3	None	F, S	CRC Area II(a)
<b>CISA 315</b> Intro to Elec Spreadsheet	2	Advisory: CISC 302 or 310	F(O), S(O), S(O)	
<b>Elective-suggestion:</b> <b>CISA 305</b> Beg Word Processing	2	BUSTEC 302 or 25 WAM; Advisory: CISC 302 or 310	F(O), S(O), Su(O)	

### SEMESTER 2

**17 UNITS**

Course	Units	Pre-Reqs <sup>^</sup>	Semesters offered*	GE Area
<b>ACCT 311</b> Managerial Acct	4	ACCT 301	F(O), Su	
<b>ACCT 125</b> Fed & State Individual Taxation	4	Advisory: ACCT 101 & 301	F(H), S(H)	
<b>ACCT 341</b> Computerized Acct	3	ACCT 101 or 301 Advisory: CISC 302	F, S, Su	
<b>CISA 316</b> Intermed Elec Spreadsheet	2	CISA 315	F(O), S(O)	
<b>CRC Area III(a)</b> Physical Edu Activity Or taken in summer	1		F, S, Su	CRC Area III(a)
<b>CRC Area V(a)</b> American Institution Or taken in summer	3		F, S, Su	CRC Area V(a)

<sup>^</sup>You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

\*(O) = online available (H) = hybrid available

### Career Options/Outlook:

Bookkeeping, Accounting, and Auditing Clerks compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

### A sample of reported job titles:

Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

### Projected job opening in

#### California (2018-2028):

22,450

### Projected growth in California:

Decline (0% change)

### Salary in California:

Median wage (2018): \$46,340/yr

Source:

<https://www.onetonline.org/link/summary/43-3031.00>

## SEMESTER 3

16 UNITS

Course	Units	Pre-Reqs	Semesters offered*	GE Area
<b>ACCT 103</b> Intermed Acct Part I	4	ACCT 301	F	
<b>ACCT 111</b> Cost Accounting	3	ACCT 301; Advisory: ACCT 311	F, S	
<b>BUS 340</b> Bus Law	3	None	F(O), S(O), Su(O)	
<b>CRC Area V(b)</b> Soc & Beh Sciences	3		F, S, Su	CRC Area V(b)
<b>CRC Area I</b> Humanities Or taken in summer	3		F, S, Su	CRC Area I

## SEMESTER 4

16 UNITS

Course	Units	Pre-Reqs	Semesters offered*	GE Area
<b>ACCT 104</b> Intermed Acct Part II	4	ACCT 103	S	
<b>ACCT 107</b> Auditing	3	ACCT 301; Advisory: ACCT 103	F, S	
<b>CRC Area III(b)</b> Life Development Skills suggestion: <b>ACCT 498</b> Work Exp in Acct	3	None	F(H, O), S(O), Su(O)	CRC Area III(b)
<b>CRC Area VI</b> Ethnic/Multicultural Studies Or taken in summer	3		F, S, Su	CRC Area VI
<b>CRC Area IV</b> Natural Sciences Or taken in summer	3		F, S, Su	CRC Area IV

^You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

\*(O) = online available (H) = hybrid available

**Honors option:**

The CRC Honors Program is designed specifically for academically accomplished students and for students with the potential for high achievement. Students who complete 15 units or more in honors-designated courses will earn special recognition as an Honors Scholar, a distinction that may entitle the student to guaranteed transfer and scholarship opportunities at select transfer colleges and universities.

**Transfer notes:**

Please meet with a counselor for specific transfer course evaluation or transferring to a specific 4-year institution.

**General Education (GE):**

Non-specified GE courses identified by CRC Area, CSU Area or IGETC Area without pre- or co-requisite can be taken at any semester.

**Courses in color** meet the requirement for the Certificate of Achievement in Accounting,

- **Accounting,**
- **Accounting Clerk,** and
- **Advanced Accounting.**