

Name: _____ SID #: _____

MAJOR: BUSINESS – ACCOUNTING
 (Certificate of Achievement • Associate in Science)

CERTIFICATE REQUIREMENTS (Accounting/Bookkeeping)	Units	Other Colleges	Fa/Sp/Su and Year	Grade Earned
BUSC 109 Keyboarding for Computers (1) or typing proficiency test : 21 wpm with 5 or fewer errors in 5 mins. (0)	0-1			
BUSI 110 Business Mathematics	3			
BUSI 120A Basic Accounting	4			
BUSI 120B QuickBooks Online Acctg Software	3			
Select one of the following MS Office paths:	3			
BUSC 140 Computer Apps - MS Ofc. Word (1) & BUSC 150 Computer Apps - MS Ofc. Excel (1) & BUSC 160 Computer Apps - MS Ofc. PowerPoint (1)				
OR				
CSIS 50 MS Office Applications (2) & CSIS 50L MS Office Applications Lab (1)				
TOTAL CERTIFICATE UNITS	13-14			

CERTIFICATE REQUIREMENTS (Accounting)	Units	Other Colleges	Fa/Sp/Su and Year	Grade Earned
Certificate of Achievement (Accounting/Bookkeeping)	13-14	[See Certificate Requirements above.]		
BUSI 1A Financial Accounting	4			
BUSI 1B Managerial Accounting	4			
BUSI 24 Business Issues and Ethics	3			
CSIS 1 Computer Information Systems	3			
Select one course from the following:	3			
BUSI 20 Introduction to Business (3)				
BUSI 44 Intro./Business Ownership/Mgmt. (3)				
Select one course from the following:	1-4			
BUSI 60 Financial Planning & Money Mgmt. (3)				
BUSI 62 Principles of Investment (3)				
ECON 1 The American Economic System (3)				
WORK 99 Career-Focused Work Exper. (1-4)				
TOTAL CERTIFICATE UNITS	31-35			

ASSOCIATE DEGREE MAJOR REQUIREMENTS	Units
Certificates of Achievement Requirements	31-35
TOTAL MAJOR UNITS	31-35

GRADUATION REQUIREMENTS	IP	C
Reading/Writing Competency:		
Math Competency:		
Information Competency:		
Ethnic Studies Competency:		
12 Units in Residence (at least 6 units in the major)		
General Education Pattern: MPC GE <input type="checkbox"/> CSU GE <input type="checkbox"/> IGETC <input type="checkbox"/>	GE Catalog Year:	
Completion of Major (Grade of "C" or better in each course)	Major Catalog Year:	
60 Degree-Applicable Units		
GPA 2.0 or higher		

Counselor Signature: _____ Date: _____