

# ACCOUNTING - ASSOCIATE IN SCIENCE

San José City College offers a Certificate of Achievement and an Associate in Science (AS) degree in Accounting. This curriculum provides training for paraprofessional accountants, payroll clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring special skills in general bookkeeping and machine bookkeeping. Students may achieve an employment skill through this one-year program. An advanced course in the certificate must be taken at San José City College.

A grade of "C" or better is required for each course in the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major or area of emphasis if the course is taken on a Pass/No Pass basis.

ACCTG 062 and ACCTG 063 must be taken at San José City College. Equivalent courses at other accredited colleges must be approved by the department.

## CAREER OPTIONS:

- Accounts Payable Specialist
- Accounts Receivable Specialist
- Payroll Specialist

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

- Compute, classify, record, and verify numerical data to develop and maintain financial records and statements.
- Demonstrate the ability to identify key issues, research relevant data, and think critically and analytically about possible solutions for financial problems.
- Receive and process written and oral financial information and interpret financial information including financial statements for management, investors, clients and other interested users.
- Record and prepare financial records and statements using accounting software.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Ability to understand and implement the ethical responsibility of the accountant to society.

## Major Requirements

Course	Title	Credits
ACCTG 020	Financial Accounting	5
ACCTG 021	Managerial Accounting	5
ACCTG 030	QuickBooks	3
ACCTG 062	Cost Accounting	5
ACCTG 063	Intermediate Accounting	5
ACCTG 097	Introduction to Income Taxes	3
BUS 007A	Business Language Skills	3
BUS 071	Legal Environment of Business	3

CIS 041	Introduction to Computer Information Systems	3
<b>Total Units</b>		<b>35</b>

## AS Degree Requirements

Course	Title	Credits
Major Requirements		35
General Education Requirements		27
Complete two courses for the U.S. History, Constitution, and American Ideals Requirement (US-1, US-2, and US-3)		
<b>Total Units</b>		<b>62</b>