



Program of Study: Bookkeeping

Associate of Arts/ Science Degree	M E T	I P	N E E D
<b>2. AMERICAN INSTITUTIONS/STATE &amp; LOCAL GOVERNMENT : (3 units)</b>			
Political Science 101**, 105 and 106; Social Science 132. <small>(**Students who completed POL S 101 before Spring 2014 must also complete POL S 106).</small>			
<b>3. U.S. HISTORY: (3units)</b>			
Economics 111, History 116; History 110, 111(CD), 117, 118; Social Science 131			
<b>4. MATHEMATICS</b>			
Mathematics 101, 120, 131 or 220AB (2 units)			
<b>5. HEALTH (3 units)</b>			
Health 104, 106; Psychology 111(CD)* or equivalent will satisfy this requirement.			
<b>6. PHYSICAL EDUCATION (2 units)</b>			
physical education activity classes and/or dance activity classes			
<b>7. FIRST AID (1 units)</b>			
Health 101, 102; Emergency Medical Technology 140			
<b>8. CULTURAL DIVERSITY (3 units)</b>			
Courses that satisfy this requirement have been marked by (CD) and appear throughout the graduation requirements. The requirement may be satisfied by completing any one of the graduation requirements with a course marked (CD) or by completing Child Development 156.			
<b>9. General Education: 18 units; 1 course from each areas</b>			
<b>A. Natural Science (3 units)</b>			
<b>B. Social Sciences (3 units)</b>			
<b>C. Humanities:</b>			
<b>1. Interdisciplinary Humanities (3 units)</b>			
<b>2. Arts, Foreign Language, Literature, &amp; Philosophy (3 units)</b>			
<b>D. Lang &amp; Reality:</b>			
<b>1.English Composition (3 units)</b>			
<b>2.Communication &amp; Analytical Thinking (3 units)</b>			
<b>TOTAL UNITS 35-37</b>			

Online Resources



[www.salarysurfer.cccco.edu](http://www.salarysurfer.cccco.edu)



[www.CaCareerZone.org](http://www.CaCareerZone.org)



1500 North Verdugo Road, Glendale, CA 91208

[Academic Counseling](#) (818) 240-1000 Ext. 5918 [Career Center](#) (818) 240-1000 Ext. 5407 or 5408 **SEE A COUNSELOR TO PREPARE A STUDENT EDUCATIONAL PLAN**

PREREQUISITE COURSES	CERTIFICATE (REQUIREMENTS)	U N I T S	M E T	I P	N E E D	Transfer Credit
	ACCTG 101: Financial Accounting or ACCTG 110: Basic Accounting	5 or 4				CSU, UC, USC
(recommended preparation) ACCTG 101 or 110 or equivalent	ACCTG 120: Computerized Accounting Systems	4				
	ACCTG 130: Payroll Accounting	3				
	BUSAD 101: Introduction to Business	3				CSU, UC, USC
CABOT 102	CABOT 105:Introduction to Office Correspondence	3				
	CABOT 106: Electronic Calculators	1				
	CABOT 110: Collegiate Business Mathematics	3				
<b>A minimum of 5 units must be selected from the following elective courses</b>						
	ACCTG 101*: Financial Accounting	5				
ACCTG 101	ACCTG 102: Managerial Accounting	5				
(recommended preparation) ACCTG 101, or 110, or equivalent	ACCTG 121: Peachtree/Great Plains	3				
	ACCTG 150: Principles of Income Taxation	3				CSU
ACCTG 150 or equivalent	ACCTG 155: Volunteer Income Tax Assistance (VITA) I	3				
ACCTG 155 or equivalent	ACCTG 156: Volunteer Income Tax Assistance (VITA) II	1				
ACCTG 156 or equivalent	ACCTG 157: Volunteer Income Tax Assistance (VITA) Leadership	1				
ACCTG 150 or equivalent	ACCTG 160: Advanced Income Tax	3				CSU
	ACCTG 165: Tax Planning, Tax Research, & Tax Fraud	3				
	ACCTG 170: California Business Taxes	2				
	ACCTG 175: Estate, Gift, and Trust Taxation	2				
	ACCTG 180: Financial Analysis & Communications	2				
ACCTG 201	ACCTG 210: Advance Accounting	5				
CABOT 105 or eligibility for ENGL 101	BUSAD 106: Written Business Communications	3				CSU
	BUSAD 110: Human Relations in Business	3				CSU
	BUSAD 120: Business Law I	3				CSU, UC, USC
	BUSAD 136: Money and Banking	3				CSU
	BUSAD 162: Principles of Marketing	3				CSU
	CABOT 208: Windows Basics	1				
	CABOT 260: Beginning Microsoft Office Applications	4				CSU
	CABOT 270: Microsoft Excel I	3				
CABOT 270	CABOT 271: Microsoft Excel II	3				
	CS/IS 100: Computer Concepts	3				CSU
	CS/IS 101: Introduction to Computer and Information Systems	5				CSU, UC, USC
	CS/SI 203					
Completion of 12 units with a 2.5 GPA or better and concurrent enrollment in 3 additional units	Internship 150 (Accounting)	3				
<b>TOTAL UNITS REQUIRED 26-27</b>						

\*CABOT 105 is appropriate for certificate students. \*\* No credit will be granted if ACCTG 110 is taken after ACCTG 101. \*\*\*If not used to fulfill core requirement.



# Finance and Business

If you've always been comfortable with numbers and you want to be part of an industry with many new, exciting opportunities, you could be just what these businesses are looking for - which is why you should check out the Finance and Business pathway.

When you take this pathway, you'll start out learning basic accounting principles. From there, you'll branch out into different specialties like computer applications, taxes, investments or asset management. .




**Finance and Business**

Want a career you can bank on?

- Office Clerks, General - \$14.70 hourly, \$30,580 annual**
- Payroll and Timekeeping Clerks- \$20.38 hourly, \$42,390 annual**
- Insurance Underwriters \$22.83 - \$40.00**
- Paralegal and Legal Assistants \$20.91 - \$33.60**
- Tax Examiners, Collectors and Revenue Agents \$20.88 - \$37.23**
- Executive Secretaries and Administrative Assistants \$17.33 - \$26.80**
- Real Estate Sales Agents \$14.88 - \$37.70**

Source:  
[www.WhoDoUWant2b.com](http://www.WhoDoUWant2b.com)

You can even go into the hot new field of forensic accounting, where you'll use your skills to track down white-collar criminals. Whichever branch you choose, you'll learn much more than number-crunching.

You'll learn ethics, communication and team-building skills that will help you score a great career in one of the hottest fields around. Any way you add it up, Finance and Business is a great pathway to follow.



## How much can you make?



### Technical Level Careers

(with AA or AS degree or certificate)

- Account Specialist
- Cost Estimator
- Tax Preparer
- Associate Accountant
- Administrative Assistant
- Office Manager
- Loan Specialist
- Credit Analyst
- Tax Examiner
- Insurance Claims Agent

### Professional Level Careers

(with BS or BA degree)

- Bank Officer
- Stock Broker
- Real Estate Broker
- Consultant
- Accountant Auditor
- Budget Analyst
- Appraiser
- Bank Manager
- Escrow Officer
- Financial Planner

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 Has detailed descriptions of the world of work for use by job seekers, students, researchers, and more! Click on "find occupation".