

## Accounting

### 30 unit certificate • 60 unit degree

The Accounting program prepares individuals to practice the profession of accounting and to perform related business functions.

## Required Courses (to earn certificate)

#### ACC-1A Principles of Accounting, I (3 units)\*

Advisory: BUS-20

Introduction to accounting principles and practice.

#### ACC-1B Principles of Accounting, II (3 units)\*

Prerequisite: ACC-1A

Study of managerial accounting principles and information systems.

#### BUS-10 Introduction to Business (3 units)\*

Scope, function, and organization of contemporary business.

#### BUS-18A Business Law I (3 units)\*

The social and practical basis of the law.

#### BUS-20 Business Mathematics (3 units)\*

Introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations.

#### BUS-22 Management Communications (3 units)\*

Advisory: CAT-30

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing.

OR

#### BUS-24 Business Communications (3 units)\*

Prerequisite: ENG-1A or 1AH

Examines the dynamics of organizational communication including a cross cultural emphasis.

#### CIS-1A Introduction to Computer Information Systems (3 units)\*

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components.

OR

#### BUS/CIS/CAT-3 Computer Applications for Business (3 units)\*

Examination of information systems and their role in business.

Plus, an additional 9 units from the following courses:

ACC-61 Cost Accounting (3 units)\*, ACC-62 Payroll Accounting (3 units)\*, ACC-63 Income Tax Accounting (3 units)\*, ACC-65 Computerized Accounting (3 units)\*, ACC-66 Non-Profit and Governmental Accounting (3 units)\*, ACC-200 Accounting Work Experience (1-4 units)\*, BUS/MAG-47 Applied Business and Management Ethics (3 units)\*

Some of these courses have prerequisites or advisories. Refer to College Catalog for more information.

\*This class transfers toward one or more CSUSB or CalPoly majors. Visit [www.assist.org](http://www.assist.org) or the Counseling office for details.

## Accounting

Tuition \$46/unit • Duration of Study: 16 months

An AS Degree in Business Administration with a concentration in Accounting will be awarded upon completion of the required courses (30 units) plus the General Education requirements. Please refer to the College Catalog or visit the Counseling Center.

### Job & Wage Information

- Entry-level Accountant  
Wage Range\*: \$27.25-44.06  
8% increase expected in CA 2019-2029;  
17,650 openings annually  
More info: <http://bit.ly/accountantNC>
- Bookkeeper/Billing Clerks  
Wage Range\*: \$15.50-21.73  
10% change in employment expected in CA  
2019-2029; 6,770 openings annually  
More info: <http://bit.ly/BookkeeperNC>
- Budget Analyst  
Wage Range\*: \$23.72-46.22  
8% change in employment expected in CA  
2019-2029; 570 openings annually  
More info: <http://bit.ly/BudgetAnalystNC>

\*2020, Riverside/Ontario/San Bernardino Metro Area

### What type of interests might be a good fit for this career choice?



## Conventional

People who like to work with data, have numerical or clerical ability. Prefer structured situations over ambiguous ones.

For more information on careers that fit this category of interests, visit the Career Center in the Center for Student Success.

### What's Your School?

**SCHOOL OF**  
**Business &**  
**Management**

Visit [www.norcocollege.edu/business](http://www.norcocollege.edu/business) for more information about this program.