

## 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 \$1,380 • 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\*: \$21.82-47.67  
11% increase expected in CA 2016-2026;  
16,640 openings annually  
More info: <http://bit.ly/accountantNC>
- Bookkeeper/Statement Clerks  
Wage Range\*: \$12.77-25.75  
15% change in employment expected in CA 2016-2016; 7,050 openings annually  
More info: <http://bit.ly/BookkeeperNC>
- Budget Analyst  
Wage Range\*: \$18.76-50.29  
10% change in employment expected in CA 2016-2026; 620 openings annually  
More info: <http://bit.ly/BudgetAnalystNC>

\*2018, 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?

NORCO COLLEGE  
SCHOOL OF  
**Business &  
Management**

Visit [www.norcollege.edu/business](http://www.norcollege.edu/business) for more information about this program.  
View gainful employment information at: [www.norcollege.edu/academicaffairs/cte](http://www.norcollege.edu/academicaffairs/cte)