

Name: \_\_\_\_\_ SID #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**MAJOR: BUSINESS - ACCOUNTING**

**(Career Technical | Certificate of Training • Certificate of Achievement • Associate in Science)**

**CERTIFICATE OF TRAINING REQUIREMENTS**

**(Accounting/Bookkeeping)**

|   | Units         | Other Colleges | N | IP | C |
|---|---------------|----------------|---|----|---|
| BUSC 109 Keyboarding for Computers (1)<br>or typing proficiency test : 21 wpm with 5 or fewer errors in 5 mins. (0) | 0-1           |                |   |    |   |
| BUSC 117A Business Machine Calc. I (.5)<br>or ten-key proficiency test (0)  | 0-5           |                |   |    |   |
| BUSI 120A Basic Accounting  | 3             |                |   |    |   |
| CSIS 50 MS Office Applications  | 2             |                |   |    |   |
| & CSIS 50L MS Office Applications Lab   | 1             |                |   |    |   |
| <b>Select one course from the following:</b>  | 1-3           |                |   |    |   |
| BUSC 155 QuickBooks 2013 (1)  |               |                |   |    |   |
| BUSI 120B QuickBooks Online Acctg Software (3)  |               |                |   |    |   |
| <b>TOTAL CERTIFICATE OF TRAINING UNITS</b>  | <b>7-10.5</b> |                |   |    |   |

**CERTIFICATE OF ACHIEVEMENT REQUIREMENTS**

|  | Units          | Other Colleges | N | IP | C |
|--|----------------|----------------|---|----|---|
| Certificate of Training Requirements           | 7-10.5         |                |   |    |   |
| BUSI 1A Financial Accounting                   | 4              |                |   |    |   |
| BUSI 1B Managerial Accounting                  | 4              |                |   |    |   |
| BUSI 24 Business Issues and Ethics             | 3              |                |   |    |   |
| BUSI 110 Business Mathematics                  | 3              |                |   |    |   |
| CSIS 1 Computer Information Systems            | 3              |                |   |    |   |
| <b>Select one course from the following:</b>   | 3              |                |   |    |   |
| BUSI 20 Introduction to Business (3)           |                |                |   |    |   |
| BUSI 30 Global Management (3)                  |                |                |   |    |   |
| BUSI 44 Intro. to Business Ownership/Mgmt. (3) |                |                |   |    |   |
| <b>Select one course from the following:</b>   | 1-4            |                |   |    |   |
| BUSI 60 Financial Planning & Money Mgmt. (3)   |                |                |   |    |   |
| BUSI 62 Principles of Investment (3)           |                |                |   |    |   |
| COOP 91.7 Business Work Experience (1-4)       |                |                |   |    |   |
| ECON 1 The American Economic System (3)        |                |                |   |    |   |
| <b>TOTAL CERTIFICATE OF ACHIEVEMENT UNITS</b>  | <b>28-34.5</b> |                |   |    |   |

**ASSOCIATE DEGREE MAJOR REQUIREMENTS**

|   | Units          | N | IP | C |
|---|----------------|---|----|---|
| Certificate of Achievement Requirements | 28-34.5        |   |    |   |
| <b>TOTAL MAJOR UNITS</b>                | <b>28-34.5</b> |   |    |   |

**GRADUATION REQUIREMENTS**

|   | N | IP | C |
|---|---|----|---|
| Reading/Writing Competency:   |   |    |   |
| Math Competency:  |   |    |   |
| Information 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"/> |   |    |   |
| Completion of Major (Grade of "C" or better in each course)   |   |    |   |
| 60 Degree-Applicable Units  |   |    |   |
| GPA 2.0 or higher   |   |    |   |
| Notes   Course Waived/Substituted:  |   |    |   |

Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_