

# **BUSINESS**

## **Associate in Science Degree** **Accounting**

**Total Core Units:** 42 units

**Total Units:** 60 units

**Required Core Courses:** 31 units

<b>Course Number</b>	<b>Course Title</b>	<b>Fall</b>	<b>Spring</b>
BUS 1A	Accounting Principles – Financial	4	
BUS 1B	Accounting Principles – Managerial		4
BUS 2	Introduction to Business	3	
BUS 10	Human Resource Management	3	
BUS 22	Business Law	3	
BUS 25	Small Business Management		3
CA 31	Computer Applications I	2	
ECON 10	Macro-economics	3	
ECON 11	Micro-economics		3
MATH 40	Elementary Statistics	3	3

**Required Electives:** 11 units

<b>Course Number</b>	<b>Course Title</b>	<b>Fall</b>	<b>Spring</b>
BUS 1C	Federal Income Tax		3(even)
BUS 13	Basic Accounting	3	
BUS 18	Records Management	3	
BUS 19	Office Procedures		3
BUS 27	Business Communications	3	3
BUS 34A	Microsoft Word, Beginning	3	
BUS 34B	Microsoft Word, Advanced		3
BUS 49	Business Work Experience	1-8	1-8
CA 32	Computer Applications II		2
CA 54	Basic Computer Maintenance	2	
CA 55	Using a Word Processor	0.5	
CA 56	Using a Spreadsheet		0.5
CA 57	Using a Database	0.5	
CA 59	Microsoft Windows		2

**General Education Requirements:** 18 units

See a counselor to prepare your educational plan with the latest scheduling information.