



# Accounting A.A. Degree

This program provides training for entry-level employment in private industry, government accounting or for self-employment as a provider of a computer-based bookkeeping and/or tax services. In addition, those individuals already employed in accounting can work toward career advancement by taking additional courses.

**Total Units: 61-67**

## Year 1

### Semester 1

**17-18 Units**

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*	GE AREA
<b>ACCT 301</b> <sup>(Z)</sup> Financial Accounting	4	Advisory: ACCT 101, BUS 105, MATH 120 or 125	F(O, P), S(O), Su	CRC Area II(b)
<b>CRC Area II(b)-Math Competency</b> <sup>(Z)</sup>	3-4	Recommend meeting with a counselor	F, S, Su	CRC Area II(b)
<b>ACCT 121</b> Payroll Accounting	3	Advisory: ACCT 101	F, S	
<b>CRC Area II(a)-Written Competency</b> <sup>1 (Z)</sup>	3	Recommend meeting with a counselor	F, S, Su	CRC Area II(a)
<b>CISA 315</b> Introduction to Electronic Spreadsheets	2	Advisory: CISC 302 or 310	F(O), S(O), Su(O)	
<b>CISA 305</b> <sup>2</sup> Beginning Word Processing	2	BUSTEC 302 or 25 WAM; Advisory: CISC 302 or 310	F(O), S(O), Su(O)	

<sup>(Z)</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>1</sup> Suggestion-BUS 310 Bus Comm.

<sup>2</sup> Suggested and course meets certificate requirement.

### Semester 2

**15-17 Units**

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*	GE AREA
<b>ACCT 311</b> <sup>(Z)</sup> Managerial Accounting	4	ACCT 301	F(O), Su	
<b>ACCT 125</b> Federal and State Individual Taxation	4	Advisory: ACCT 101 & 301	F(P), S(P)	

## Career Options/Outlook

Bookkeeping, Accounting, and Auditing Clerks compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. **Career opportunities may require more than an associate degree.**

## A Sample of Reported Job Titles:

Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

## Projected job openings in California (2020-2030):

21,460

## Projected growth in California:

4% growth

## Median Salary in California (2021):

\$47,940/yr

## Source

<https://www.onetonline.org/link/summary/43-3031.00>

## Transfer notes:

Please meet with a counselor for specific transfer course evaluation or transferring to a specific 4-year institution.

## General Education (GE)

Non-specified GE courses identified by CRC Area, CSU Area or IGETC Area without pre- or co-requisite can be taken at any semester.

## This program also meets the requirement for:

Certificate of Achievement in:

- Accounting with ACCT 107
- Accounting Clerk with ACCT 121, ACCT 498, BUS 310, CISA 305, CISA 316
- Advanced Accounting with ACCT 125, ACCT 107, CISA 315, CISA 316

## Honors Option:

The CRC Honors Program is designed specifically for academically accomplished students and for students with the potential for high achievement. Students who complete 15 units or more in honors-designated courses will earn special recognition as an Honors Scholar, a distinction that may entitle the student to guaranteed transfer and scholarship opportunities at select transfer colleges and universities.

## About this program map:

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
<b>ACCT 341</b> Computerized Accounting	3	ACCT 101 or 301; Advisory: CISC 302	F, S, Su	
<b>Elective</b> <sup>1</sup>	0-2			
<b>CRC Area III(a)-Physical Education Activity</b> <sup>Z</sup>	1		F, S, Su	CRC Area III(a)
<b>CRC Area V(a)-American Institution</b> <sup>Z</sup>	3		F, S, Su	CRC Area V(a)

<sup>Z</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>1</sup> Suggestion-CISA 316 Intermediating Elec Spreadsheet (2 units); Pre-req: CISA 315; F(O), S(O); to meet Certificate of Achievement in Accounting Clerk; Refer to [Course Number](#) for the appropriate courses for the degree.

## Year 2

### Semester 3

16 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
<b>ACCT 103</b> Intermediate Accounting - Part I	4	ACCT 301	F	
<b>ACCT 111</b> Cost Accounting	3	ACCT 301; Advisory: ACCT 311	F, S	
<b>BUS 340</b> Business Law	3		F(O), S(O), Su(O)	
<b>CRC Area V(b)-Soc &amp; Beh Sciences</b> <sup>Z</sup>	3		F, S, Su	CRC Area V(b)
<b>CRC Area I-Humanities</b> <sup>Z</sup>	3		F, S, Su	CRC Area I

<sup>Z</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

### Semester 4

13-16 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
<b>ACCT 104</b> Intermediate Accounting - Part II	4	ACCT 103	S	

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED*	GE AREA
<b>CRC Area III(b)-Life Development Skills<sup>1</sup></b> <b>Z</b>	3		F, S, Su	CRC Area III(b)
<b>CRC Area VI-Ethnic/Multicultural Studies</b> <b>Z</b>	3		F, S, Su	CRC Area VI
<b>CRC Area IV-Natural Sciences</b> <b>Z</b>	3		F, S, Su	CRC Area IV
<b>Elective<sup>2</sup></b>	0-3		F, S, Su	

**Z** At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>^</sup>You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

\*(O) = Online available, (P) = Partially online

<sup>1</sup> Suggestion-ACCT 498 Work Experience in Accounting.

<sup>2</sup> Suggestion-ACCT 107 Auditing (3 units); Pre-req ACCT 301; Advisory: ACCT 103; F, S-to meet requirements for the Certificate of Achievement in Accounting. Units required are determined by the number of units needed to total 60 units for graduation. Refer to [Course Number](#) for the appropriate courses for the degree.

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan that is customized to meet your needs. This map is not a guarantee of course

availability or financial aid applicability.

## Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs page](#) of the college website.

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