

# ACCOUNTING

## LONG BEACH CITY COLLEGE Curriculum Guide for Academic Year 2010-2011 Certificate of Achievement and/or Associate in Arts

ALL INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE.

For possible updates to this guide please refer to the following website: <http://osca.lbcc.edu>

### CAREER OPPORTUNITIES

Students prepare for an entry-level position in the accounting office. Student is provided partial lower division preparation for the baccalaureate degree in Business Administration.

This Certificate of Achievement will prepare students for a variety of entry-level accounting positions.

This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major.

### DEPARTMENTAL ADMISSION REQUIREMENTS

None. For more departmental information call (562) 938-4328 or go to the department website @ <http://business.lbcc.edu>

### REQUIRED COURSES

	ACCTG 1A	Principles of Accounting (F, SP, S)
†	ACCTG 1B	Principles of Accounting (F, SP)
	ACCTG 205	Fundamentals of Tax (F, SP)
†	ACCTG 228	Computerized Gen. Ledger Acct. Systems (F, SP)
†	ACCTG 229	Spreadsheet Accounting (F, SP)
	ACCTG 230	Quickbooks Accounting (F, SP)
	CAOTC 35	Microsoft Office - Specialist (F, SP, S)
	CAOTO 15	Business Communications (F, SP, S)
	GBUS 5	Introduction to Business (F, SP, S)
	LAW 18A	Business Law (F, SP, S)

### UNITS

	In Progress	Completed Grade
4		
4		
3		
2		
3		
1		
3		
3		
3		
3		

### TOTAL UNITS

29

### RECOMMENDED but not required courses:

	ACCTG 200A	Intro to Accounting (F, SP, S)	3		
	ACCTG 400	Personal Financial Management (F, SP)	3		
	CAOTT 233	Computer Keyboarding (F, SP, S)	1		
	CBIS 6A	Introduction to IT Concepts & Applications (F, SP, S)	4		
	IBUS 40	International Banking and Finance (F)	3		
	LAW 18B	Business Law (F, SP)	3		

### LEGEND

† This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "P" grade (see catalog or schedule of classes).

(SP = Spring) (S = Summer) (F = Fall) (INF = Infrequently) = Represents general frequency of course offering

## GRADUATION REQUIREMENTS

### For **CERTIFICATE OF ACHIEVEMENT:**

This certificate is a one- to two-year program in occupational/technical areas at Long Beach City College which provides training in job skills and employment opportunities. Complete the required units listed above with a minimum grade of "C" in each course. Fifty percent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

### For **ASSOCIATE IN ARTS DEGREE:**

The Associate Degree is a two-year college degree awarded by Long Beach City College that includes general education courses and a major. In addition to the requirements for the Certificate of Achievement, complete the A. A. degree requirements specified in the Catalog. The requirements for general education/proficiency and the field of concentration need to be from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout (see the catalog for definition of "continuous enrollment"). Fifty per cent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

In general, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and to fulfill a general education requirement.

**NOTE:** To receive a certificate or degree you must submit completed application forms in the Admissions and Records Office during your final semester of course work.

***Students interested in transferring to a university to continue their study in this field of concentration or other majors are strongly advised to consult an LBCC academic counselor and refer to the ASSIST website ([www.assist.org](http://www.assist.org)) for major preparation information. Counselors can clarify the different major and admissions requirements at a university. Students may visit the Student Success/Transfer Services Center to access further educational resources. If you need to set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562)938-4561 or PCC (562)938-3920.***