

ACCOUNTING CLERK

Curriculum Guide for Academic Year 2011-2012

Table of Contents

Associate in Arts Degree, p. 1
 Certificate of Achievement, p. 2
 Career Opportunities, p. 2
 Program Mission and Outcomes, p. 2
 Legend, p. 2

Students planning to **transfer** to a four-year college or university should refer to the ASSIST web site at www.assist.org and **consult a counselor** before beginning a program of study. To meet with a counselor call 562-938-4561 for the LAC, or (562) 938-3920 for PCC. Students may also wish to visit the Transfer Center on either campus.

Program of study leading to: Associate in Arts (A.A.) Degree

REQUIRED COURSES		UNITS	In Progress	Completed Grade
ACCTG 200A	Introduction to Accounting	3		
† ACCTG 228	Computerized Gen. Ledger Acct. Systems	2		
⊕ ACCTG 230	Quickbooks Accounting	2(1)		
CAOTC 35	Microsoft Office - Specialist	3		
CAOTO 15	Business Communications	3		
GBUS 5	Introduction to Business	3		
GBUS 251	Business Mathematics	3		
TOTAL UNITS		19		

For graduation with an **Associate in Arts (A.A.) Degree with a major in Accounting Clerk:**

- Units:** Complete a minimum of 60 units, distributed as follows:

Accounting Clerk Major:	19 units
General Education/A.A.	25 units
Electives/Other courses:	16 units
TOTAL:	60 units

- Scholarship:** Maintain an **overall grade point average (GPA) of 2.0** ("C" average) based on all accredited college work applied to the degree, no matter where completed. For this **field of concentration, complete each course above with a grade of "C" or better**, or "P" if course is graded on a P/NP basis.
- Residence for the Degree:** Complete at least 30 units of the required 60 in residence at LBCC, or complete in residence at LBCC at least 20 units within the last 30 units of work applied to the degree.
- Residence for the Field of Concentration:** Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 9 units** of the required 18 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
- General Education and Proficiency Requirements:** Complete the required A.A./A.S. General Education and Proficiency requirements*, otherwise known as "Plan A". For Plan A requirements, refer to the general catalog or view it online at <http://osca.lbcc.edu>.
- Complete and submit the degree application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at <http://admissions.lbcc.edu>. Refer to the Schedule of Classes (<http://schedule.lbcc.edu>) and click the "Important Dates" link to view the actual deadline for each semester.

*The requirements for general education/proficiency and the field of concentration (major) 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".

Unless otherwise noted, "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.

Program of study leading to:
Certificate of Achievement

REQUIRED COURSES—Complete the 18 units of required courses as listed in the Associate Degree requirements box on the first page.

TOTAL UNITS 19

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For graduation with an **Accounting Clerk Certificate of Achievement**:

1. Complete each of the **REQUIRED COURSES** listed above with a **minimum grade of "C"**.
2. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 9 units** of the required 19 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included. .
3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at <http://admissions.lbcc.edu/> . Refer to the Schedule of Classes (<http://schedule.lbcc.edu>) and click the "Important Dates" link to view the actual deadline for each semester.

For both the **Associate in Arts** and the **Certificate of Achievement**, the following courses are recommended, **BUT ARE NOT REQUIRED** to earn either.

RECOMMENDED but not required courses:

€	ACCTG 1A	Principles of Accounting	4(5)		
	ACCTG 205	Fundamentals of Tax	3		
†	ACCTG 229	Spreadsheet Accounting	3		
	ACCTG 400	Personal Financial Management	3		
	LAW 18A	Business Law	3		

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.

Program Mission and Outcomes

The mission of the Accounting Clerk Program is to help students acquire the necessary knowledge and skills to begin, or enhance, a career as an accounting clerk or other administrative positions within a financial department.

Outcomes:

- Comprehend the primary elements of the language and theories of accounting, while recognizing the importance of ethics, social responsibility, and diversity as legitimate accounting objectives.
- Use creative and critical-thinking strategies in the solution of complex business situations through the application of learned accounting concepts.
- Develop communication and teamwork skills for the purpose of ensuring future personal and professional success.

Legend

† This course has a prerequisite. Prerequisite courses must be complete with at least a "C" or "P" grade. Refer to the General Catalog (<http://www.lbcc.edu/cat/index.html>), the Schedule of Classes (<http://schedule.lbcc.edu/>), or the online Credit Course Outline (<http://wdb-asir.lbcc.edu/coursecurriculum/courseetails/>) for specific prerequisite information.

€ **NOTE: Effective: Spring 2012** -- Unit level will change for the following courses: ACCTG 1A & 1B **will stay** 4 units **the unit change was rescinded for the Spring '12 semester**, ACCTG 230 1 units →2units, CBIS 223 3 units → 3.5 units, CBIS 260 1 unit →1.5 units.