

# BUSINESS - ACCOUNTING, ASSOCIATE IN SCIENCE

The Associate in Science degree in Accounting prepares students to contribute to a business with solid foundational accounting skills, coupled with the breadth of MPC's general education requirements. The Business-Accounting/Bookkeeping Certificate of Achievement and the Business-Accounting Certificate of Achievement must both be completed before or as part of this degree. Students planning to transfer to a university to earn a Bachelor's degree should consider the Associate in Science for Transfer degree (AS-T) in Business Administration.

## Learning Outcomes

Upon successful completion of the program, students will be able to:

- Apply generally accepted accounting principles and accounting fundamentals to complete the accounting cycle using both manual and computerized systems.
- Prepare basic financial statements using manual and computerized systems.
- Demonstrate speed and accuracy in keyboarding skills.
- Process and communicate accounting information using integrated office applications software.
- Analyze, interpret, and communicate financial information.
- Apply basic mathematical analysis methods to understand, analyze and evaluate business activities.
- Interpret a variety of aspects of the business environment within which accounting operates to be able to make sound decisions balancing the needs of multiple stakeholders.
- Quantitatively analyze and select business strategies, plan for business performance, and evaluate internal business unit performance.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.

## Associate in Science Degree Major Requirements

| Code   | Title  | Units |
|--|--|-------|
| <b>Certificate of Achievement in Accounting/Bookkeeping Requirements</b>                     |  |       |
| Select one of the following:   |  | 0-1   |
| BUSC 109   | Keyboarding for Computers  |       |
| or typing proficiency test with a typing speed of 21 wpm with 5 or fewer errors in 5 minutes |  |       |
| BUSI 110   | Business Mathematics   | 3     |
| BUSI 120A  | Basic Accounting   | 4     |
| BUSI 120B  | QuickBooks Online Accounting Software  | 3     |
| Select one of the following MS Office paths:   |  | 3     |
| <b>Path 1</b>  |  |       |
| BUSC 140 & BUSC 150 & BUSC 160   | Computer Applications - Microsoft Office Word and Computer Applications - Microsoft Office Excel and Computer Applications - Microsoft Office PowerPoint |       |
| <b>Path 2</b>  |  |       |

|  |   |              |
|--|---|--------------|
| CSIS 50 & CSIS 50L   | MS Office Applications and MS Office Applications Lab |              |
| <b>Business - Accounting Certificate of Achievement Requirements</b>   |   |              |
| BUSI 1A  | Financial Accounting                                  | 4            |
| BUSI 1B  | Managerial Accounting                                 | 4            |
| BUSI 24  | Business Issues and Ethics                            | 3            |
| CSIS 1   | Computer Information Systems                          | 3            |
| Select one course from the following:  |   | 3            |
| BUSI 20  | Introduction to Business                              |              |
| BUSI 30  | Global Management                                     |              |
| BUSI 44  | Introduction to Business Ownership/Management         |              |
| Select one course from the following:  |   | 1-4          |
| BUSI 60  | Financial Planning and Money Management               |              |
| BUSI 62  | Principles of Investment                              |              |
| COOP 99  | Career-Focused Work Experience                        |              |
| ECON 1   | The American Economic System                          |              |
| <b>TOTAL MAJOR UNITS</b>   |   | <b>31-35</b> |
| <b>Additional Requirements</b>   |   | <b>25-29</b> |
| Complete Competency Requirements, general education pattern (MPC General Education, CSU General Education, or IGETC), and electives, if needed, for a total of 60 degree-applicable units. |   |              |
| <b>Total Units</b>   |   | <b>60</b>    |

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.