



BUSINESS

Accounting Technician Associate of Science Degree (Code #1004) 2011-2012

REQUIREMENTS FOR THE MAJOR:

COURSE NO.	TITLE	UNITS
BUS 100	Introduction to Business	3
BUS 101	Bookkeeping & Accounting	5
BUS 144	Business Mathematics	5
BUS 211	Business Law	3
CIT 115	Business English	3
CIT 145	QuickBooks Pro	3
Total Units for Major:		22

PLUS:

- ◆ a minimum of 60 semester units (a minimum of 12 units completed at College of the Canyons)
- ◆ completion of Associate Degree GE, Diversity, American Institutions and PE/Wellness requirements
- ◆ a minimum 2.0 grade point average (C average) or better in associate degree applicable units and be in good standing at College of the Canyons (all courses required for the major must be completed with a C grade or better).

Certificate of Achievement (Code# 1005) 2011-2012

REQUIREMENTS FOR THE CERTIFICATE:

Requirements for the Major (see above) also fulfill the requirements for the Certificate of Achievement for Accounting Technician