

## Accounting Technician AS (AA GE Track) - Canyon Country Campus Pathway

*+If you have completed coursework at another college and/or are starting in a semester other than a Fall term, please follow up with the Counseling Department to determine if this sequence is appropriate for your academic and career goals*

**Program Description:** The Business Department offers a comprehensive program for transfer and non-transfer students. The first two years of coursework in preparation for a four-year degree in Accounting and/or Business Administration may be completed, or students may earn associate degrees and/or certificates while exploring areas of personal interest or job enrichment. The department offers a variety of courses in Accounting, Bookkeeping, Business Administration, International Business, Business Mathematics, Management, Finance, Investing, Marketing, Salesmanship, Retail Management, Electronic Commerce, Advertising, Ethics, Law, Conflict Resolution and Managing Diversity in the Workplace. Associate degrees and certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

**Program SLO:** Analyze key issues relating to accounting principles and implementing accounting procedures to organize financial data based upon generally accepted accounting principles.

**Canyon Country Campus Pathway:** This pathway allows students to start and finish their program at the Canyon Country Campus (CCC) and in conjunction with Online and/or OnlineLIVE formatted courses.

**Important Information:** *Connect with a counselor to develop an individualized student education plan and discuss academic and career goals through the Counseling Department @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661)362-3811.*

*Major courses are sequenced and **BOLDED** based on recommendations by the [Business Department](#).*

### First Semester (3-13 units minimum)

FA = Fall; WI = Winter; SP = Spring; SU = Summer

Course	Title	Units	Major and GE Courses
<b>BUS 100</b>	<b>Introduction to Business (FA, WI, SP, SU)</b>	<b>3</b>	<b>Major Course</b>
<b>CAWT 145</b>	<b>QuickBooks Pro (FA, SP, SU)</b>	<b>3</b>	<b>Major Course</b>
ENGL 101	English Composition (FA, WI, SP, SU)	4	Area Di
Math Competency	Choose one course from the Associate GE Area 3 (FA, WI, SP, SU)	3-5	Area 3 and Dii
<b>Term Totals:</b>		<b>13-15</b>	

### Second Semester (14-27 units minimum)

Course	Title	Units	Major and GE Courses
<b>BUS 101</b>	<b>Bookkeeping and Accounting (FA, SP, SU)</b>	<b>5</b>	<b>Major Course</b>
PE/Wellness	Health Science 100, 150, or 243 (FA, WI, SP, SU)	3	Area F
American Institutions Choose Option 1 or 2	Complete first course in chosen option – (note: must take both classes within one option) (FA, WI, SP, SU) – <i>see table below</i>	3	American Institutions
Natural Science	Choose once course from the Associate GE Area A (FA, WI, SP, SU)	3-4	Area A
<b>Term Totals:</b>		<b>14-15</b>	

### Summer Intersession (28-30 units minimum)

Course	Title	Units	Major and GE Courses
<b>CAWT 115</b>	<b>Business English (WI, SU)</b>	<b>3</b>	<b>Major Course</b>
<b>Term Totals:</b>		<b>3</b>	

### Third Semester (31-45 units minimum)

Course	Title	Units	GE Area
BUS 157	Entrepreneurial Finance (FA, SP)	3	Major Course
BUS 211	Business Law (FA, WI, SP, SU)	3	Major Course
*BUS 126 is recommended by the department or any Social Science Course	Managing Diversity in the Workplace (FA, SP) is highly recommended by the department; or choose one course from Associate GE Area B (FA, WI, SP, SU)	3	Area B & Area 4 Diversity
American Institutions	Complete second course in chosen option – (note: must take both classes within one option) (FA, WI, SP, SU) – <i>see table below</i>	3	American Institutions
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
<b>Term Totals:</b>		<b>15</b>	

### Fourth Semester (46-60 units minimum)

Course	Title	Units	GE Area
BUS 160 or another Humanities and Fine Arts Course	Business Ethics (FA, SP, SU) or choose one course from Area C (FA, WI, SP, SU)	3	Area C
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective- <i>take a course to satisfy Diversity, if not yet completed</i>
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
<b>Term Totals:</b>		<b>15</b>	

**Total Units: 60+**

**American Institutions Requirement** – Select one of the options below and complete a total of 6 units

<b>Option 1</b>	One course from the following: Economics 170, History 111, History 112, History 120, or History 130 <b>AND</b> Political Science 150
<b>Option 2</b>	History 111 <b>AND</b> History 112

**Counselor Notes** This sequence does not meet transfer admissions requirements. Additional courses for transfer general education will be needed, as well as courses for a transfer major. Please follow up with the Counseling Department for additional information @ <https://www.canyons.edu/counseling>.

#### Counseling Resources

Business Department [www.canyons.edu/business](http://www.canyons.edu/business)

Counseling Department: [www.canyons.edu/counseling](http://www.canyons.edu/counseling)

Canyon Country Campus: [www.canyons.edu/canyoncountry](http://www.canyons.edu/canyoncountry)

Canyon Country Campus Program Pathways: <https://www.canyons.edu/canyoncountry/pathways/index.php>

Canyon Country/Online/OnlineLive GE Offerings: <https://www.canyons.edu/canyoncountry/pathways/index.php>

Campus Alliances - <https://www.canyons.edu/administration/ie2/equity/alliances.php>

COC Future Business Leaders of America – Phi Beta Lambda: [coc.pbl@gmail.com](mailto:coc.pbl@gmail.com)

Petition for Associate Degree: Check the student calendar for term-specific submission deadlines. Summer graduation associate degree petitions are due by April 1st for your name to appear in the spring commencement pamphlet. The petition form must be reviewed with a counselor and may be found here:

<https://www.canyons.edu/student-services/admissions/records/forms.php>

## **Career Resources**

Business Accounting transfer/Accounting Technician Career Tree:

<https://www.canyons.edu/academics/business/careertree/careertree-business-accounting-technician.php>

California Career Zone: <https://www.cacareerzone.org/>

O\*Net Online: <https://www.onetonline.org/>

Bureau of Labor and Statistics: [www.bls.gov](http://www.bls.gov)

Professional Associations:

American Institute of Professional Bookkeepers: <https://aipb.org/>

National Bookkeepers Association: <https://bookkeeperassociation.org/>

National Association of Certified Public Bookkeepers: <https://certifiedpublicbookkeeper.org/>