

BOOKKEEPING, ASSOCIATE IN SCIENCE

Successful completion of the Associate of Science in Accounting Technician will provide the skills necessary for an entry-level job as a bookkeeper, accounting clerk, accounting technician or auditing clerk. Students will learn how to keep accurate accounting records for assets, liabilities, and equity, including revenues, expenses, accounts receivable, accounts payable and payroll. They will be able to complete bank reconciliations, payroll tax reports, and simple federal and state income tax returns. A code of ethics will be stressed throughout the program.

Students who successfully complete this program may continue their education by taking additional courses that lead to an associate degree in Accounting.

Course List

Course ID	Title	Units/ Hours
Required Major Courses		
ACCT V01A	Financial Accounting	4
ACCT V02	Income Tax Fundamentals	3
ACCT V03	Introduction to Accounting	3
ACCT V08	Quickbooks	3
BUS V62	Microsoft Excel	3
BUS V30	Introduction to Business	3
or BUS V55	Corporate Finance	
Total Required Major Units		19

VCCCD General Education Pattern

Required Major Units	19
VCCCD General Education Units	29
Double-Counted Units	(0-3)
Elective Units	12-15
Total Units for the AS Degree	60

The Plan of Study applies to the VCCCD General Education Pattern.

Year 1

Fall Semester	Units/Hours	
ACCT V03	Introduction to Accounting	3
BUS V62	Microsoft Excel	3
BUS V30	Introduction to Business (VCCCD GE Area B2)	3
ENGL V01A	English Composition (VCCCD GE Area D1)	4
Select a course: VCCCD Area E1 - Health Education		3
Units/Hours		16
Spring Semester		
ACCT V01A	Financial Accounting	4
Select a course: VCCCD Area B1 - American History/Institutions		3
Select a course: VCCCD Area B2 - Social/Behavioral Sciences		3
Select a course: VCCCD Area A1 - Biological Science		3
Select a course: VCCCD Area C2 - Humanities		3
Units/Hours		16

Year 2

Fall Semester	Units/Hours	
ACCT V02	Income Tax Fundamentals	3
ACCT V08	Quickbooks	3
Select a course: VCCCD Area A2 - Physical Science		3

Select a course: VCCCD Area C1 - Fine/Performing Arts	3	
Select a course: VCCCD Area E2 - Physical Education/Kinesiology	1	
Units/Hours		13
Spring Semester		
Select a course: VCCCD Area D2 - Communication/Analytical Thinking	3	
Select a course: Degree-applicable course	3	
Select a course: Degree-applicable course	3	
Select a course: Degree-applicable course	3	
Select a course: Degree-applicable course	3	
Units/Hours		15
Total Units/Hours		60

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

- Demonstrate an understanding of basic accounting procedures.
- Analyze, process and prepare financial information within established protocols.
- Present and interpret financial information.