

**IMPERIAL VALLEY COLLEGE  
2011-2012 GENERAL CATALOG - CERTIFICATE AND MAJOR PROGRAMS**

**CERTIFICATE PROGRAM**

**BUSINESS ACCOUNTING TECHNICIAN CERTIFICATE**

This program provides students with entry level competencies for employment as a bookkeeper or other financial clerk. Accounting technicians can be found in settings such as banks and offices. Students who intend to pursue an accounting degree at a four-year school should follow the Business Administration major.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-six (26) units required for the certificate**

**I. Required courses for the certificate**

BUS	164	Office Tech & Procedures I	3.0
BUS	167	Machine Calculation	1.0
BUS	169	Records Management	2.0
BUS	172	Office Tech & Procedures II	3.0
BUS	210 **	Prin of Financial Accounting	4.0
CIS	101	Intro to Information Systems	3.0
CIS	108	Computer Accounting	3.0
CIS	124	Excel I	1.0
CIS	125	Excel II	1.0
WE	201 *	Employment Readiness	1.0
WE	220 *	Internship	1.0

\* It is recommended that the work experience courses be taken after the completion of at least 12 units in the certificate.

\*\* It is recommended that BUS 010 be taken as preparation for BUS 210.

**II. Acceptable courses for the certificate (select three units)**

BUS	010	Practical Accounting	3.0
BUS	061	Business English	3.0
BUS	124	Intro to Business	3.0
BUS	220	Prin of Managerial Accounting	4.0
<b>BUS</b>	<b>230</b>	<b>Introduction to Governmental Accounting</b>	<b>3.0</b>

**III. Required skill level for the certificate**

Keyboarding skill level 40 nwpm. (BUS 156, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**ASSOCIATE DEGREE PROGRAM**

**BUSINESS ACCOUNTING TECHNICIAN MAJOR - A.S. DEGREE**

This program provides students with entry level competencies for employment as a bookkeeper or other financial clerk. Accounting technicians can be found in settings such as banks and offices. Students who intend to pursue an accounting degree at a four-year school should follow the Business Administration major.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-six (26) units required for the major**

**I. Required courses for the major**

BUS	164	Office Tech & Procedures I	3.0
BUS	167	Machine Calculation	1.0
BUS	169	Records Management	2.0
BUS	172	Office Tech & Procedures II	3.0
BUS	210 **	Prin of Financial Accounting	4.0
CIS	101	Intro to Information Systems	3.0
CIS	108	Computer Accounting	3.0
CIS	124	Excel I	1.0
CIS	125	Excel II	1.0
WE	201 *	Employment Readiness	1.0
WE	220 *	Internship	1.0

\* It is recommended that the work experience courses be taken after the completion of at least 12 units in the major.

\*\* It is recommended that BUS 010 be taken as preparation for BUS 210.

**II. Acceptable courses for the major (select three units)**

BUS	010	Practical Accounting	3.0
BUS	061	Business English	3.0
BUS	124	Intro to Business	3.0
BUS	220	Prin of Managerial Accounting	4.0
<b>BUS</b>	<b>230</b>	<b>Introduction to Governmental Accounting</b>	<b>3.0</b>

**III. Required skill level for the major**

Keyboarding skill level 40 nwpm. (BUS 156, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)