

# BUSINESS ACCOUNTING TECHNICIAN

## DEGREES, CERTIFICATES AND AWARDS

Associate in Science Degree (A.S.)  
Certificate of Achievement

## DESCRIPTION

Business Administration programs at IVC, both at the associate degree and certificate of achievement levels, prepare the student by offering courses that allow students opportunities to acquire practical skills, technical knowledge and experience in a variety of fields. The fields of study available are: Business Administration for transfer, Accounting Technician, Administrative Assistant, Financial Services, Management, Marketing and Office Technician. These programs introduce the student to the world of commercial transactions, which occur in the distribution of resources in our American economic system.

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

## PROGRAM LEARNING OUTCOMES

- 1 Solve business-related math problems.
- 2 Communicate business results using computer software.
- 3 Record and report routine accounting transactions.

## ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT PROGRAMS

**The Associate in Arts (AA) or the Associate in Science (AS) Degree** involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including grades of C in all courses required for the major, and fulfillment of all IVC district requirements for the associate's degree along with all general education requirements. The degree provides a sound basis for transfer to upper division institutions for additional degrees or for higher vocational preparation. To be eligible to receive an Associate Degree the student must complete the requirements for the major, the District requirements for an Associate Degree, and the General Education requirements. In addition students must maintain a minimum grade point average and meet the minimum grade requirements of their program. Detailed information is available in the college catalog.

**The Certificate of Achievement** program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate; (2) achieve a "C" average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

## CAREER OPPORTUNITIES

Of the career opportunities identified many will usually require the completion of degree requirements at 4-year colleges and universities.

- Accounting
- Account Executive
- Accountant
- Auditor
- Bank Examiner
- Bank Teller
- Budget Analyst
- Budget Officer
- Certified Internal Auditor
- Certified Management Accountant
- Certified Public Accountant
- Chief Financial Officer
- Controller
- Cost Accountant
- Cost Analyst
- Credit Analyst
- Credit Manager
- Estate Planner
- FBI Agent
- Internal Revenue Service Agent
- Franchise Tax Board Agent
- Government Accountant
- Government Auditor
- Internal Auditor
- Investment Analyst
- Loan Officer
- Tax Accountant
- Tax Consultant
- Treasurer

**Gainful Employment:** Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at IVC. Please click on our Programs of Study link to view the information for each certificate program: <http://www.imperial.edu/courses-and-programs/programs-of-study/>

## TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree at Imperial Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor's degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC Counselor to develop a student education plan (SEP) before beginning their program.

### Transfer Resources:

[www.ASSIST.org](http://www.ASSIST.org) – CSU and UC Articulation Agreements and Majors Search Engine

[www.CSUMentor.edu](http://www.CSUMentor.edu) – CSU System Information

[www.universityofcalifornia.edu/admissions/index.html](http://www.universityofcalifornia.edu/admissions/index.html) - UC System Information

[www.aiccu.edu](http://www.aiccu.edu) – California Independent Colleges and Universities, Association of

<http://wiche.edu/wue> - Western Undergraduate Exchange Programs

## FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: [www.imperial.edu/students/financial-aid-and-scholarships/](http://www.imperial.edu/students/financial-aid-and-scholarships/)

# BUSINESS ACCOUNTING TECHNICIAN

## ASSOCIATE DEGREE PROGRAM

### BUSINESS ACCOUNTING TECHNICIAN MAJOR – A.S. DEGREE

Twenty-eight (28.0) units require for the major.

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

#### I. Required courses for the major (25.0 units)

BUS	100	Practical Accounting	3.0
BUS	105	Business Office Math	3.0
BUS	169	Records Management	2.0
BUS	172	Office Procedures for the Workplace	3.0
BUS	180	Microsoft Office Suite for the Workplace	4.0
BUS	210**	Principles of Financial Accounting	4.0
CIS	108	Computer Accounting	3.0
CIS	125	EXCEL II	1.0
WE	201*	Employment Readiness	1.0
WE	220*	Internship	1.0

#### I. Select One course from the following (3.0 units)

BUS	063	Essentials in Workplace Communication	3.0
BUS	164	Microsoft Word for the Workplace	3.0

\* 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.

#### III. Keyboarding skill level 40 nwpm. (BUS 154, Beginning Keyboarding and Document Formatting and BUS 156, Keyboarding: Speed and Accuracy, may be helpful in obtaining this skill level.)

**Total Major Units** **28.0**

## CERTIFICATE PROGRAM

### BUSINESS ACCOUNTING TECHNICIAN CERTIFICATE

Twenty-eight (28.0) units require for the certificate.

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

#### I. Required courses for the certificate (25.0 units)

BUS	100	Practical Accounting	3.0
BUS	105	Business Office Math	3.0
BUS	169	Records Management	2.0
BUS	172	Office Procedures for the Workplace	3.0
BUS	180	Microsoft Office Suite for the Workplace	4.0
BUS	210**	Principles of Financial Accounting	4.0
CIS	108	Computer Accounting	3.0
CIS	125	EXCEL II	1.0
WE	201*	Employment Readiness	1.0
WE	220*	Internship	1.0

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#### III. Keyboarding skill level 40 nwpm. (BUS 154, Beginning Keyboarding and Document Formatting and BUS 156, Keyboarding: Speed and Accuracy, may be helpful in obtaining this skill level.)

**Total Certificate Units** **28.0**