

Accounting

Associate of Applied Science

Bookkeeping Focus Area

www.pima.edu/accounting-aas

Prepare for a professional bookkeeping career by studying accounting theory and such fundamentals as practical bookkeeping, bank reconciliation, payroll depreciation, inventory, internal controls and fraud prevention.

Title IV Financial Aid eligible: Yes

What can I do with this degree?

Career options: Seek a bookkeeping position in a variety of businesses, certified public accounting firm, government agency, or non-profit organization. Possible entry-level jobs include accounting clerk, billing clerk, accounts payable/receivable clerk, payroll specialist, or full-charge bookkeeper.

Academic options: This program may apply toward a Bachelor of Applied Science (BAS). See an advisor.

CHOOSE YOUR COURSES WITH YOUR COLLEGE ADVISOR

Placement

Students must meet prerequisite standards before taking BUS 151 and WRT 154 required in the pathway below. If you are not prepared for these courses based on placement results you will need to take courses to build your skills prior to taking them. The sequence of courses follows.

Math: ICS 081 > MAT 089 through Mod 22 or MAT 092 > BUS 151

Writing: ICS 079 > WRT 090 > WRT 154

Semester Pathway

This pathway is a suggested sequence of courses for full-time students. Part-time students or those with specific interests or transfer needs are encouraged to work with an advisor to develop a unique academic map.

General Education Note: When General Education (Gen. Ed.) credits are listed below, select from the appropriate General Education course list linked from the program website. Some programs recommend specific courses.

Note: Due to the nature of the accounting and taxation industry, we recommend that students begin this program Spring semester so they graduate at the end of Fall semester. The industry does the majority of its hiring in the spring.

Semester 1 - Spring (Semester Total: 16 credits)

ACC 100: Practical Accounting Procedures (3 credits)

ACC 150: Payroll Accounting (3 credits)

BUS 151: Mathematics of Business (3 credits)

CSA 110: Spreadsheets: Microsoft Excel (3 credits)

WRT 154: Career Communications (3 credits)

STU 100: College Study Skills (1 credit)

Semester 2 - Fall (Semester Total: 15 credits)

ACC 200: Computerized Accounting I (3 credits)

ACC 204: Individual Tax Accounting (3 credits)

ACC 211: Financial Accounting (3 credits)

ACC 281: QuickBooks Computer Accounting (3 credits)

BUS 148: Ethics in the Workplace (3 credits)

Semester 3 - Spring (Semester Total: 16 credits)

ACC 205: Corporate and Partnership Tax Accounting (4 credits)

ACC 212: Managerial Accounting (3 credits)

ACC 221: Intermediate Accounting I (3 credits)

ACC 250: Certified Bookkeeper Review (3 credits)
or ACC 273: Governmental Accounting (3 credits)
or ACC 290: Internship in Accounting (3 credits)

CMN 120: Business and Professional Communications (3 credits)

Semester 4 - Fall (Semester Total: 13 credits)

ACC 233: Cost Accounting (3 credits)

ACC 250: Certified Bookkeeper Review (3 credits)
or ACC 273: Governmental Accounting (3 credits)
or ACC 290: Internship in Accounting (3 credits)

ACC 296: Independent Study in Accounting (1 credit)

ECN 150: An Economic Perspective (3 credits)

Gen. Ed.: CTE Arts & Humanities List (3 credits)

PROGRAM TOTAL: 60 credits

Program/Major/Concentration Codes: **AASACCOUNTIN/ACC**

Find more information about this program at:
www.pima.edu/accounting-aas