

# ASSOCIATE OF APPLIED SCIENCE AND CERTIFICATES

San Juan College offers a wide range of occupational training programs and job enhancement classes to meet the needs of the community. An Associate of Applied Science degree is designed to provide the educational skills and practical experiences necessary to enable a student to enter an occupational field with employable skills after completing the two-year degree. Most AAS degrees are not intended to

transfer to another institution, although many of the individual courses may transfer. However, some AAS degrees are designed for transfer to select Bachelor of Applied Science programs. Check with your advisor. All AAS degrees have core requirements and general education requirements. The general education requirements prepare the student to cope with life situations and job advancement.

General Education Requirements	15
Any student seeking an Associate of Applied Science degree must complete a minimum of 15 credit hours of general education. These are:	
English (ENGL 111 or ENGL 118 and one other determined by department)	6
Mathematics (must be numbered 113 or higher)	3
Speech Communication	3
Humanities/Social Science elective*	3
<b>Total</b>	<b>15</b>

Refer to the appropriate curriculum for the specific requirements.

\*Humanities/Social Science Electives, selected from the following courses:

- Anthropology – any course offered with the exception of field archaeology
- Art – any non-applied art course
- Economics – any course offered unless already required for the degree plan
- English – any literature course (does not include required composition courses)
- Foreign Language – any course offered in French, German, Navajo, or Spanish
- Humanities – any course offered
- Political Science – any course offered
- History – any course offered
- Music – any non-applied music course
- Philosophy – any course offered
- Psychology – any course offered
- Sociology – any course offered
- Theatre – any non-applied theatre course

## ACCOUNTING Associate of Applied Science Degree

The primary objective of the Associate of Applied Science Accounting program is to provide the opportunity for students to develop high levels of technical and occupational preparation in the discipline of accounting. The two-year program requires course work in financial accounting, managerial accounting, income tax, intermediate accounting, cost accounting, payroll and computerized accounting. Upon graduation, the student will have the educational background for employment at the paraprofessional level. While several of the courses listed below do transfer, this specific program has not been designed for transfer.

This degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP)

Note: A student must earn a "C" or higher in all courses designated with an asterisk (\*) to count toward the degree. If Accuplacer scores indicate a need for mathematics or reading development courses, those courses should be completed before the student enrolls in ACCT 201 Fundamentals of Accounting I. Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201.

## Bookkeeping Certificate Program

The Bookkeeping Certificate Program provides educational training to those seeking employment in the specialized area of bookkeeping. The certificate in bookkeeping can be earned in three semesters and is fully transferable to the Associate of Applied Science Degree of Accounting.

Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201. **Option:** Upon completion of this certificate program, students will be provided with precise information regarding the National Certified Bookkeeper Examination offered by the American Institute of Professional Bookkeepers. A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

## Payroll Accounting Certificate Program

The Payroll Accounting Certificate Program provides educational training to those seeking employment in the specialized area of payroll accounting. The certificate in payroll accounting can be earned in one year and is fully transferable to the Associate of Applied Science Degree of Accounting.

Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201. A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

**AAS = Associate of Applied Science**

**B = Bookkeeping Certificate**

**P = Payroll Accounting Certificate**

1st Semester				AAS	B	P
ACCT	201*	Fundamentals of Accounting I OR		4	4	4
ACCT	175*	Fundamentals of Accounting 1A AND		(3)	(3)	(3)
ACCT	176*	Fundamentals of Accounting IB		(3)	(3)	(3)
BADM	114	Introduction to Business		3		
AOAP	115*	Practical Business Math Procedures		3	3	3
AOAP	117*	Business Communication		3	3	3
COSC	125*	Business Microcomputer Applications		3	3	3
ACCT	230	Tax Help I		2		
Total				18-20	13-15	13-15
2nd Semester						
ACCT	202*	Fundamentals of Accounting II		4	4	4
ACCT	216*	Spreadsheet Accounting		3	3	3
ACCT	218*	Computerized Accounting		3	3	3
ENGL	111	Freshman Composition		3		
MATH	115	Intermediate Algebra and Applications		4		
ACCT	231	Tax Help II.		2		
Total				19	10	10
3rd Semester						
ACCT	232*	Income Tax-Individual & Proprietors		3	3	
ACCT	242*	Cost and Managerial Accounting I		3	3	
ECON	251*	Macroeconomics OR				
ECON	252*	Microeconomics		3		
ENGL	218	Advanced Technical Composition		3		
		Humanities/Social Science Elective		3		
Total				15	6	
4th Semester						
ACCT	220	Payroll Accounting		3	3	3
ACCT	221*	Intermediate Accounting I		3	3	
BADM	230*	Business Law		3		
BADM	233*	Principles of Management OR				
ENSB	265*	Small Business Operations		3		
ACCT	280	Cooperative Education OR				
ACCT	255	Certified Bookkeeper (CB) Capstone Course		3	3	
COMM	111	Interpersonal Communications		3		
Total				18	9	3
<b>Total Credits</b>				<b>70</b>	<b>38-40</b>	<b>26-28</b>