

## ASSOCIATE IN SCIENCE ACCOUNTING: BOOKKEEPING

### DEGREE OBJECTIVE

The Associate of Science in Bookkeeping prepares graduates for preparation in the accounting field as bookkeepers, junior accountants, or tax practitioners.

### SUMMARY OF REQUIREMENTS

#### DEGREE REQUIREMENTS

- Complete at least 60 semester hours (SH):
  - A maximum of 40 semester hours may be awarded for non-traditional coursework i.e. [military experience](#), [CLEP/DSST exams](#) or [Excelsior exams](#), etc.
  - At least 12 semester hours must be earned at Coastline to establish residency.
- Earn an overall grade point average of 2.0 or higher from all colleges attended and a 2.0 or higher grade point average at Coastline.
- Submit all official college and military transcripts to Coastline.
- Complete at least 2.5 SH toward Global and Multicultural Studies requirement.
- Complete the specific General Education requirements as listed in Group A-E below.

#### GENERAL EDUCATION REQUIREMENTS (A-E)

- A1. Speech/Communications (3 SH)
- A2. English (3 SH)
- A3. Math Competency (Math C030 or [alternative method](#))
  - Math courses require [placement](#) prior to registration
- B. Natural Science (3 SH)
- C. Art and Humanities (3 SH)
- D. Social Science (3 SH)
- E. Self-Development (3 SH)

#### GENERAL INFORMATION

- Courses available online may not be offered every session. Please refer to our [online Class Schedule](#) for current course offerings. Courses not offered online may be taken at other regionally accredited institutions and/or may be satisfied through military training and experience.
- Check with your counselor regarding credit for military training and/or experiential learning through non-traditional coursework.
- Students must [apply for graduation](#) when enrolled in or after completing their final course.

#### MAJOR RELATED

Complete all of the following

Offered Online	Course Name	Course Title	Course Units
Yes	ACCT C100	Introduction to Accounting	3.00
Yes	ACCT C101	Financial Accounting	4.00
Yes	ACCT C102	Managerial Accounting	4.00
Yes	ACCT C106	Excel for Accounting	2.00
Yes	ACCT C107	Accounting with Quickbooks	2.00
Yes	ACCT C112	Intermediate Accounting	3.00

## MAJOR PROGRAM ELECTIVES

Choose 6 units from the following courses:

Offered Online	Course Name	Course Title	Course Units
No	ACCT C103	Individual Taxation	3.00
No	ACCT C103	Individual Taxation	3.00
No	ACCT C284	Accounting Work Experience	4.00
No	ACCT C284	Accounting Work Experience	4.00
No	ACCT C284	Accounting Work Experience	4.00
Yes	BC C147	Beginning Microsoft Word	2.00
No	BC C175	Microsoft Access	1.50
Yes	BUS C100	Introduction to Business	3.00
Yes	CIS C100	Intro to Business Information System	3.00
No	ENGL C103	Business English	3.00

## A1. COMMUNICATIONS

3 semester hours required

MCOM C100 and CMST C150 may not be used to satisfy more than one general education requirement.

Offered Online	Course Name	Course Title	Course Units
No	CMST C110	Public Speaking	3.00
Yes	CMST C150	Intercultural Communication	3.00
Yes	MCOM C100	Introduction to Mass Communication	3.00

## A2. ENGLISH COMPETENCY

3 semester hours required

Students transferring to a 4-year institution should take ENGL C100

Offered Online	Course Name	Course Title	Course Units
Yes	ENGL C100	Freshman Composition	3.00
No	ENGL C109	Essay Writing	3.00
Yes	ENGL C135	Business Writing	3.00

## A3. MATH COMPETENCY

Required

Satisfied by completion of MATH C030, C045, C100, C115, C120, C160, C170, C180 or C185 (or equivalent course at any regionally accredited institution) with a grade of 'C' or better OR submit eligible placement results into MATH C100 OR completion of two years of high school algebra with a grade of 'C' or better OR passing the ASSET exam: Intermediate Algebra score of 35 or higher OR via Multiple Measure Assessment Project. More information on the Multiple Measure Assessment Project can be found on our [placement webpage](#).

Offered Online	Course Name	Course Title	Course Units
Yes	MATH C030	Intermediate Algebra	4.00
Yes	MATH C100	Liberal Arts Math	3.00
Yes	MATH C115	College Algebra	4.00
Yes	MATH C120	Trigonometry	3.00
Yes	MATH C160	Intro to Statistics	4.00
Yes	MATH C180	Calculus 1	5.00
Yes	MATH C185	Calculus 2	5.00

## B1. PHYSICAL SCIENCE

3 semester hours required from B1 or B2

Offered Online	Course Name	Course Title	Course Units
Yes	ASTR C100	Introduction to Astronomy	3.00
Yes	CHEM C100	Chemistry and Living	3.00
Yes	CHEM C110	Intro to Chemistry	5.00
Yes	GEOL C105	General Geology	3.00
Yes	GEOL C105L	Geology Lab	1.00
Yes	PHYS C110	Intro to Physics	3.00
Yes	PHYS C110L	Conceptual Physics Lab	1.00

## B2. LIFE SCIENCE

3 semester hours required from B1 or B2

Offered Online	Course Name	Course Title	Course Units
Yes	BIOL C100	Introduction to Biology	3.00
Yes	BIOL C100C	Intro to Biology Lecture/Lab	4.00
Yes	BIOL C100L	Introduction to Biology Lab	1.00
Yes	BIOL C102	Intro to Concepts of Anatomy and Physiology	3.00
Yes	BIOL C120	Biology of Aging	3.00
Yes	BIOL C221	Anatomy/Physiology	4.00
Yes	ECOL C100	Human Ecology	3.00
Yes	MRSC C100	Intro Marine Science	3.00

## C1. ARTS

3 semester hours required from C1 Arts or C2 Humanities

Offered Online	Course Name	Course Title	Course Units
Yes	ART C100	History & Appreciation of Art 1	3.00
Yes	ART C105	Introduction to Art	3.00
Yes	MUS C100	History and Appreciation of Music	3.00
Yes	MUS C139	History of Rock Music	3.00

## C2. HUMANITIES

3 semester hours required from C1 Arts or C2 Humanities

Offered Online	Course Name	Course Title	Course Units
Yes	ENGL C102	Critical Reasoning	3.00
No	ENGL C111	Composition II	3.00
Yes	ENGL C143	Children's Literature	3.00
Yes	ENGL C145	American Literature: Short Story	3.00
Yes	HIST C125	Modern Iraqi History & Culture	3.00
Yes	HIST C161	World History to 1500	3.00
Yes	HIST C162	World History From 1500	3.00
Yes	HIST C170	U.S. History to 1876	3.00
Yes	HIST C175	U.S. History Since 1876	3.00
Yes	HIST C180	Western Civilization to 1550	3.00
Yes	HIST C185	Western Civilization Since 1550	3.00
Yes	HUM C110	Humanities through the Arts	3.00
Yes	HUM C135	History and Appreciation of the Cinema	3.00
Yes	PHIL C100	Introduction to Philosophy	3.00
Yes	PHIL C115	Logic and Critical Thinking	3.00
Yes	PHIL C120	Ethics	3.00
Yes	SPAN C180A	Elem Spanish 1A	2.50
Yes	SPAN C180B	Elem Spanish 1B	2.50

## D. SOCIAL SCIENCES

3 semester hours required

Offered Online	Course Name	Course Title	Course Units
Yes	ANTH C100	Cultural Anthropology	3.00
Yes	ANTH C185	Physical Anthropology	3.00
Yes	CMST C150	Intercultural Communication	3.00
Yes	ECON C170	Principles of Microeconomics	3.00
Yes	ECON C175	Principles of Macroeconomics	3.00
Yes	HIST C125	Modern Iraqi History & Culture	3.00
Yes	HIST C161	World History to 1500	3.00
Yes	HIST C162	World History From 1500	3.00
Yes	HIST C170	U.S. History to 1876	3.00
Yes	HIST C175	U.S. History Since 1876	3.00
Yes	HIST C180	Western Civilization to 1550	3.00
Yes	MCOM C100	Introduction to Mass Communication	3.00
Yes	PSCI C180	American Government	3.00
Yes	PSYC C100	Introduction to Psychology	3.00
Yes	PSYC C116	Child Growth /Development	3.00
Yes	PSYC C118	Life Span Development Psychology	3.00
Yes	PSYC C170	Psychology of Aging	3.00
Yes	PSYC C255	Abnormal Psychology	3.00
Yes	PSYC C280	Introduction to Research Methods	4.00
Yes	SOC C100	Introduction to Sociology	3.00
Yes	SOC C110	Introduction to Marriage and Family	3.00
Yes	SOC C120	Introduction to Gerontology	3.00

## E. SELF-DEVELOPMENT

3 semester hours required

Satisfied by Military Basic Training

Offered Online	Course Name	Course Title	Course Units
Yes	BUS C120	Personal Financial Planning	3.00
Yes	FN C170	Food and Nutrition	3.00
No	FN C175	Nutrition and Aging	3.00
No	GERO C120	Prof Issues/Gerontology	3.00
Yes	HLTH C100	Health	3.00
No	HLTH C175	Healthy Aging	3.00
No	PE C189	Exercise Assessment and Program Implementation	3.00
Yes	PE C190	Physiology of Exercise	3.00
Yes	PSYC C116	Child Growth /Development	3.00
Yes	PSYC C118	Life Span Development Psychology	3.00
Yes	PSYC C170	Psychology of Aging	3.00

## GLOBAL MULTICULTURAL STUDIES

2.5 semester hours required

Course credit may apply towards Groups C, D or Free Electives.

Offered Online	Course Name	Course Title	Course Units
Yes	ANTH C100	Cultural Anthropology	3.00
Yes	ART C100	History & Appreciation of Art 1	3.00
Yes	ART C105	Introduction to Art	3.00
Yes	CJ C148	Multi-Cultural Studies in Crim. Justice	3.00
Yes	CMST C150	Intercultural Communication	3.00
Yes	ENGL C145	American Literature: Short Story	3.00

Offered Online	Course Name	Course Title	Course Units
Yes	HIST C125	Modern Iraqi History & Culture	3.00
Yes	HIST C161	World History to 1500	3.00
Yes	HIST C162	World History From 1500	3.00
Yes	HIST C180	Western Civilization to 1550	3.00
Yes	HIST C185	Western Civilization Since 1550	3.00
Yes	HSVC C100	Introduction to Human Services	3.00
Yes	HUM C110	Humanities through the Arts	3.00
Yes	PHIL C100	Introduction to Philosophy	3.00
Yes	SPAN C180A	Elem Spanish 1A	2.50
Yes	SPAN C180B	Elem Spanish 1B	2.50

## STATEMENT OF ACCREDITATION

Coastline Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (10 Commercial Blvd., Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [ACCJC Website](#).