

# Business, Law, and Information Technology Career and Academic Pathways (CAPs)

Total number of units: 5 units

Top Code/Academic Plan: 0502.00

Updated on April 6, 2022

Semester 1	Course Code	Course	Units	Notes	Advising Notes
Program Course	ACCTG 001	<b>Introductory Accounting I</b>	<b>5</b>	<p>This core course is offered every semester. It is a prerequisite for ACCTG 002.</p> <p>This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under "Class Search Type" as "Zero Textbook Cost" or "Low-Cost Textbook Classes."</p>	This course is offered day, evening, and online.

**Total Units 5**

## Degree Path and Requirements:

The Accounting Assistant skills certificate program includes 5 program units.

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#).

## Department Advising Notes:

Fulfill your passion in the business world by pursuing one of the many options or pathways available through the Business Administration Department at ELAC. The demand for business, financial, and technical professionals has never been higher. Our department will give you the skills and confidence to succeed in the career of your choice.

We offer courses in ten different disciplines so no matter what your interest is, we have an opportunity for you to pursue. We have student clubs that provide a collegial atmosphere to learn about business and learn how to socialize and work with other people.

In addition to the courses currently offered, the Business Administration Department is continually updating its curriculum and creates new courses, certificates, and degrees in response to the demand of the real world.

## Program Description

The Accounting Assistant skills certificate is designed to give students experience analyzing accounting data, preparing financial statements and using financial ratios to evaluate the profitability and solvency of a business.

## Career and Transfer Opportunities

The Accounting Assistant skills certificate prepares students to pursue entry level accounting positions. The Accounting Assistant skills certificate is stackable leading to additional skills certificates and degrees, such as the Advanced Accounting Specialist skills certificate, the Accounting Certificate of Achievement, and the Associate of Arts, Accounting degree.

Visit the [Transfer Center](#) for transfer and guaranteed transfer information, which varies based on transfer college. Make an appointment with [a counselor](#) for transfer information. Students can visit [Career and Job Services](#) or [Career Coach](#) for career counseling and further exploration.

## Youtube Videos

[Bookkeeping, Accounting, and Auditing Clerk Career Video](#)

## Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

## Prerequisite Course