MiraCosta College's Accounting and Business Administration programs offer practical courses for students who plan to improve workplace skills, acquire certificates of proficiency or achievement, or transfer to four-year universities as business majors.

**For more information, go to**
**miracosta.edu/acct**
**miracosta.edu/bus**

**MiraCosta College**
Accounting & Business Administration
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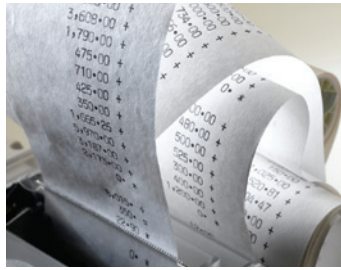
# ACCOUNTING & BUSINESS ADMINISTRATION

MiraCosta College

*Shaping Minds for Success.*



## ACCOUNTING & BUSINESS ADMINISTRATION PROGRAMS

The Accounting and Business Administration programs at MiraCosta College offer practical courses you can apply to your career immediately. Experienced instructors bring the subject matter to life and provide a rewarding educational experience.

MiraCosta College offers a wide variety of accounting and business administration courses, including:

### Accounting

- Practical Accounting
- Individual Income Tax
- Taxation of Corporations, Partnerships, Estates & Trusts
- Computer Accounting
- Business Mathematics
- Financial Accounting
- Managerial Accounting

### Business Administration

- Human Resources Management
- Introduction to Business
- Small Business Management
- Management Principles
- Marketing
- Retail Management
- Personal Selling
- Human Relations in Business
- Customer Service
- Advertising & Promotion
- Legal Environment of Business
- Personal Finance
- International Business
- Entrepreneur I
- Entrepreneur II
- Business Statistics
- Business Communication

*"MiraCosta's business classes helped me learn how to market myself, deal effectively with clients and manage workers. Even though I already had a bachelor's degree when I started at MiraCosta, I learned more about running my own business from MiraCosta classes than I did in my previous undergraduate studies."*
**—Garrett Grabowsky, founder/owner of GMG Multimedia**

## ACCOUNTING & BUSINESS ADMINISTRATION CERTIFICATES & ASSOCIATE DEGREES

MiraCosta College offers a wide range of classes that meet days, evenings, weekends and online. Students may choose to earn one or more of the following certificates, work toward an associate degree, or complete requirements to transfer. For more information about each certificate and associate degree, please contact the Counseling Department at 760.795.6670 or consult the MiraCosta College catalog at **catalog.miracosta.edu/disciplines/accounting** or **catalog.miracosta.edu/disciplines/businessadministration**.

### Certificates of Proficiency

Certificates of Proficiency are designed to be the first step in a career ladder. They are short-term certificates which introduce students to one aspect of a trade or occupation.

| | |
|---|---|
| **Accounting Assistant** | **13/14 units** |
| **Business Fundamentals** | **9 units** |
| **Entrepreneurship Fundamentals** | **13 units** |
| **Income Tax Preparer** | **15 units** |
| **Project Management** | **15 Units** |
| **Retail Assistant** | **9 units** |

### Certificates of Achievement

Certificates of Achievement are designed to prepare students for immediate employment in specific career areas. The total units required for a certificate varies with each discipline.

| | |
|---|---|
| **Accounting** | **26/28 units** |
| **Bookkeeping** | **20 units** |
| **Entrepreneurship** | **22 units** |
| **Management** | **21 units** |
| **Marketing** | **21 units** |
| **Retail Management** | **25 units** |
| **Social Media for Business** | **18 units** |

### Associate Degrees

MiraCosta College's Accounting and Business Administration programs offer the following associate degrees:

**Accounting**
**Bookkeeping**
**Business Administration**
**Entrepreneurship**
**Management**
**Marketing**
**Retail Management**
**Social Media for Business**

Students planning to transfer and/or earn a degree should meet with a MiraCosta College counselor before or early in their first semester to identify courses that will meet requirements for transfer.

## PREPARE FOR A GREAT CAREER!

MiraCosta College's accounting and bookkeeping courses prepare students for a variety of careers, ranging from bookkeepers and accounting clerks to professional accountants with specialized skills.

MiraCosta College's business management courses prepare students for careers in human resources or personnel management, production/service management, marketing management, business economics, small business management, international business, information systems management and more.

MiraCosta College's marketing and sales courses prepare students for careers in retail and wholesale sales, marketing management, product planning, market research, small business management, product display, promotion and distribution.