

Associate of Science in Business Administration

with an emphasis in Accounting Program Length: 94 Credits / 1200 Hours / 80 Weeks *

* Weeks to complete the program do not include scheduled breaks

Sample Occupations: CIP 52.0302 Accounting Technology/Technician and Bookkeeping
DOT 216.482-010 Accounting Clerk; 210.382-014 Bookkeeper; 209.562-010 Clerk, General;
201.362-030 Secretary; 237.367-038 Receptionist
A list of other occupations is available in the Placement office

Program Purpose/Description:

The Associate of Science in Business Administration emphasis in Accounting Degree is designed to teach students business and accounting principles and practices. The purpose of the degree is to provide students with desirable business, management and entry-level accounting skills. The program consists of nine eight-week terms offered approximately 2 evenings a week with the remaining time online plus an externship for a total of 99 credits.

	<u>Course</u>	<u>Credits</u>	<u>Hours</u>
ACCT120	Accounting Software Applications & Ten-Key	6	72
ACCT150	Payroll Accounting Concepts	4	48
ACCT200	Principles of Accounting I	6	72
ACCT201	Principles of Accounting II	6	72
ACCT202	Principles of Accounting III	6	72
ACCT230	Federal and State Income Taxation	6	72
BUS115	Principles of Business Management	4	48
BUS135	Office Procedures with Keyboarding	3	36
BUS145	Economics	3	36
BUS215	Principles of Human Resource Management	4	48
COMP105	Word Processing with Keyboarding	6	72
COMP115	Spreadsheet Applications with Ten-Key	6	72
ENGL120	Composition and Reading	4	48
ENGL115	Critical Thinking	3	36
ENGL140	College Composition and Research	4	48
ENGL 210	Speech	3	36
MATH110	Algebra I	4	48
MATH210	Modern Business Mathematics	4	48
PROF200	Professional Career Development	4	48
PSY120	Introduction to Psychology	4	48
BUS295	Externship	<u>4</u>	<u>120</u>
	Total Program	94 Credits	1200 Hours

Program Costs:

Tuition	\$22,555.00 (Tuition per credit = \$239.95)
Registration Fee	250.00 (Non-Refundable)
Book Costs	2,122.50 (Books are NOT RETURNABLE)
STRF*	<u>62.50</u> (Non-Refundable \$2.50 per thousand)
Total Costs	\$24,990.00

For information on graduation rates, median debt of graduates completing this program and other important information, visit http://www.cambridge.edu/index.php?option=com_content&view=article&id=115&Itemid=209

My signature below certifies that I have read and fully understand the above outline of fees and courses. Furthermore, I understand that the school has the right to change course schedules and titles without prior notice.

Student Signature

Date

PROGRAM RATE SHEET Cambridge Junior College

***Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. The school’s breach or anticipatory breach of the agreement for the closure of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

My signature below certifies that I have read and understood the policies on this page.

Student Signature

Date