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’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 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
- Advanced Tax Preparation
- IRS Volunteer Preparation
- Practical Accounting I & II
- Individual Income Tax
- Taxation of Corporations, Partnerships, Estates & Trusts

Business Administration
- Human Resources Management
- Introduction to Business
- Entrepreneurship & Small Business Management
- Management Principles
- Marketing
- Retail Management
- Personal Selling
- Computer Accounting
- Business Mathematics
- Financial Accounting
- Managerial Accounting
- Payroll Accounting

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.

Accouting Assistant  13–14 units
Business Fundamentals  9 units
Entrepreneurship Fundamentals  13 units
Income Tax Professional 17 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  30 units
Bookkeeping  25 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.