Accounting Degree

The Accounting degree focuses on preparation for careers in various accounting professions. The program develops a common foundation in accounting and business, and provides various courses covering both fundamental and specialized accounting topics to meet individual career goals.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

• evaluate and perform all steps in the financial accounting cycle.
• compile and analyze costs within a company.
• analyze and communicate appropriate information to managers, investors, creditors, and other interested parties utilizing a variety of reports.
• audit financial statements and express appropriate opinions on those statements.
• integrate the principles of business, business law, ethics, and economics into accounting functions.
• apply accounting standards and techniques to one or more specialized areas of accounting.

Career Opportunities

The Accounting degree is designed for a variety of student objectives. The degree includes courses required for immediate employment in accounting positions. Also, these courses meet the requirements of governmental employers for promotional exams. Students seeking transfer to four universities will meet the transfer requirements of Financial Accounting (ACCT 301) and Managerial Accounting (ACCT 311). Individuals with existing Bachelor's Degrees can also use these courses to meet the requirements to take the exam for Certified Public Accountant.

Requirements for Degree  

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Associate Degree Requirements: The Accounting Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements

Accounting Certificate

The Accounting certificate provides occupational training and preparation for entry level clerical and technical positions in various accounting careers. The program provides a strong background in fundamental accounting concepts and typical accounting computer applications. In addition, the program provides various specialized accounting topics to meet career individual goals.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

• evaluate and perform all steps in the financial accounting cycle.
• compile and analyze costs within a company.
• analyze and communicate appropriate information to managers, investors, creditors, and other interested parties utilizing a variety of reports.
• audit financial statements and express appropriate opinions on those statements.
• integrate the principles of business law and ethics into accounting functions.
• apply accounting standards and techniques to one or more specialized areas of accounting.

Career Opportunities

The Accounting certificate includes courses required for immediate employment in accounting positions. Also, these courses meet the requirements of governmental employers for promotional exams. Students seeking transfer to four-year universities will meet the transfer requirements of Financial Accounting (ACCT 301) and Managerial Accounting (ACCT 311). Individuals with existing Bachelor’s Degrees can also use these courses to meet the requirements to take the exam for Certified Public Accountant.

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ACCT 124 Individual Income Tax Return Preparation (1)
ACCT 125 Federal and State Taxation (4)
ACCT 127 Volunteer Income Tax Assistance (VITA) (2)
ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts (4)
ACCT 153 Governmental Accounting (3)
ACCT 341 Accounting on the Microcomputer (2)
ACCT 343 Computer Spreadsheet Applications for Accounting (2)

**Accounting Clerk Certificate**

The Accounting Clerk certificate provides fundamental occupational training and preparation for entry-level accounting clerk positions. The program includes basic accounting and specialized courses designed for the accounting workplace, including small business accounting, technology, and basic business principles.

**Student Learning Outcomes**
Upon completion of this program, the student will be able to:
- Analyze and record accounting transactions
- Prepare appropriate management reports
- Process payroll and complete all appropriate reports
- Maintain small business records using accounting computer programs
- Incorporate basic business and communications skills into the accounting workplace

**Requirements for Certificate**

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<td>BUS 310</td>
<td>Business Communications</td>
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<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
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A minimum of 2 units from the following:
- ACCT 108 Careers in Accounting (2)
- ACCT 343 Computer Spreadsheet Applications for Accounting (2)
- ACCT 498 Work Experience in Accounting (1-4)
- BUSTEC 310 Introduction to Word/Information Processing (1-3)
- CISA 305 Beginning Word Processing (2)

**Taxation Certificate**

The Taxation certificate is designed to provide occupational training and continuing education in the areas of tax preparation and consulting. Courses in this program provide a background in personal, corporate, partnership, and estate taxes, as well as work experience in the field of taxation. Practical experience is obtained through required participation in the Volunteer Income Tax Assistance (VITA) program.

**Student Learning Outcomes**
Upon completion of this program, the student will be able to:
- Assemble federal and California individual income tax returns.
- Prepare federal and California corporate and partnership income tax returns.
- Produce federal estate, gift, and trust tax returns.
- Research federal and state tax issues.
- Advise and assist clients with federal and state income tax returns and tax planning.

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And a minimum of 1 unit from the following:
- ACCT 498 Work Experience in Accounting (1-4)
- BUS 498 Work Experience in Business (1-4)
- WEXP 498 Work Experience in (subject) (1-4)
- ACCT 127 Volunteer Income Tax Assistance (2)

*Enrollment in ACCT 498, BUS 498, or WEXP 498 with income tax work experience may be substituted with approval of the VITA coordinator.

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**Accounting**

**ACCT 101 Fundamentals of College Accounting**

Advisory: BUS 105 or MATH 100; and ENGRD 116 or ELSR 320 and ESLW 320
Hours: 54 hours LEC

This is an introductory course in small business accounting. It covers the accounting cycle for service and merchandising businesses. Topics include the general journal, the general and subsidiary ledgers, and adjusting, correcting, and closing journal entries. Income statements, statements of owner equity and balance sheets are prepared and analyzed. Additional topics include cash management and bank reconciliations, sales and purchase discounts, sales taxes, and payroll. This course is required for accounting degree and certificate candidates.

**ACCT 103 Intermediate Accounting - Part I**

Prerequisite: ACCT 301 with a grade of “C” or better.
Hours: 72 hours LEC

This course continues the study and evaluation of financial statements with emphasis on cash flows, receivables, liabilities, inventory, and long-term assets. This course is typically offered in the Fall semester only.

**ACCT 104 Intermediate Accounting - Part II**

Prerequisite: ACCT 301 with a grade of “C” or better.
Advisory: ACCT 103.
Hours: 72 hours LEC

This course continues the study and evaluation of financial statements with emphasis on long-term assets, equity, income tax, and financial statement evaluation. This course is typically offered in the Spring semester only.

**ACCT 107 Auditing**

Prerequisite: ACCT 301 with a grade of “C” or better
Advisory: ACCT 103 and 104
Hours: 54 hours LEC

This course on auditing practice and theory emphasizes attestation audits of financial statements and the accompanying footnotes. Topics include Generally Accepted Auditing Standards (GAAS), ethics, legal issues, audit planning and methodology, internal control analysis, sampling, and auditors’ reports. Additional topics include specific auditing objectives and tests of assets, liabilities, equity, revenues, and expenses.

**ACCT 108 Careers in Accounting**

Hours: 36 hours LEC

This course covers the role of the accountant in today’s business environment, the different jobs accountants do, and the types of employment opportunities available for accountants in public, private for-profit, private non-profit, and governmental accounting. Topics include the outlook for careers in accounting, what employers look for in employees, what employers look for in accountants, how people prepare to become accountants, and the licenses for accountants in various areas of the profession. This course is typically offered fall semester only.
ACCT 109  Professional Ethics for Accountants  1 Unit
Prerequisite: ACCT 301 with a grade of “C” or better.
Advisory: ACCT 107.
Hours: 18 hours LEC
This course provides a framework for ethics in the accounting profession. Topics include ethics of accountants, auditors, and organizations including ethical expectations, professional responsibilities, and ethical decision making. The course emphasizes the California Accountancy Act, including the impact of statutes, regulations, and cases on current practice situations. The provisions of the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct are reviewed and examined through rulings and cases. High-profile cases, including Enron, and other ethical lapses are evaluated. Codes of conduct from the Institute of Management Accountants and Institute of Internal Auditors are reviewed, evaluated, and compared to those of the AICPA.

ACCT 111  Cost Accounting  3 Units
Prerequisite: ACCT 311 with a grade of “C” or better.
Hours: 54 hours LEC
This course is a continuation of managerial and cost accounting systems. Emphasis is placed on the development of quantitative information needed by managers for analyzing, planning, operating, and controlling manufacturing and service related businesses. This course is usually offered Spring semester only.

ACCT 121  Payroll Accounting  3 Units
Prerequisite: ACCT 101 with a grade of “C” or better.
Advisory: CISA 315.
Hours: 54 hours LEC
This course covers current practices in payroll accounting and tax reporting, including federal and state laws that affect payroll records and reports. Topics include both manual and computer payroll systems with hands-on computer applications.

ACCT 124  Individual Income Tax Return Preparation  1 Unit
Hours: 18 hours LEC
This course covers basic income tax concepts, laws, and regulations, with a focus on preparing federal and California individual income tax returns. Topics include filing status, exemptions, gross income, adjustments, standard and itemized deductions, credits, payments, tax planning strategies, and electronic tax return preparation and submission. Students interested in California Tax Education Council certification should complete ACCT 125.

ACCT 125  Federal and State Taxation  4 Units
Hours: 72 hours LEC
This course covers federal and California tax regulations pertaining to individual returns. Topics include filing of returns, income and adjustments, itemized deductions, and gains and losses. It meets the qualifying education requirement of the California Tax Education Council.

ACCT 127  Volunteer Income Tax Assistance (VITA)  2 Units
Prerequisite: ACCT 124 or 125 with a grade of “C” or better
Hours: 24 hours LEC; 36 hours LAB
This course prepares students to qualify as tax preparers and conduct and manage a Volunteer Income Tax Assistance (VITA) program recognized by the Internal Revenue Service (IRS). Students assist taxpayer-clients in the preparation and electronic filing of both federal and California income tax returns.

ACCT 128  Taxation of Corporations, Partnerships, Estates, and Trusts  4 Units
Prerequisite: ACCT 125 and 301 with grades of “C” or better
Hours: 72 hours LEC
This course provides a continuing study of federal and state income tax compliance with an emphasis on the taxation of business entities including corporations, partnerships, limited liability companies, S-corporations, estates and trusts. Topics include related party transactions, filing requirements, differences in book and taxable income, tax computation, available credits, tax elections, and working with the Internal Revenue Service on tax administration matters.

ACCT 153  Governmental Accounting  3 Units
Prerequisite: ACCT 301 with a grade of “C” or better.
Hours: 54 hours LEC
This course covers accounting and financial reporting for governmental units and institutions with emphasis on the accounting standards prescribed by the Governmental Accounting Standards Board (GASB). Additional topics include governmental budgeting and budgetary controls. This course is typically offered Spring semester only.

ACCT 301  Financial Accounting  4 Units
Advisory: ACCT 101; ENGW 102 or 103 and ENGRD 116 or ESLW 320; MATH 100 or BUS 105
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course covers accounting systems and the preparation and interpretation of financial statements primarily for external uses by stockholders, creditors, regulators, and other stakeholders. It includes accounting for assets, liabilities, equity, revenues, and expenses. Accounting systems, internal control, forms of business organization, and financial statement analysis tools are also discussed.

ACCT 311  Managerial Accounting  4 Units
Prerequisite: ACCT 301 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues the study of accounting with coverage of accounting information used by managers, sources of this information, and how this information is used by managers in making business decisions. Topics include cost concepts and reporting of costs, costing systems, the analysis and use of cost information in decision-making, cost-volume-profit analysis, contribution margin, profit planning and capital budgeting, standard costs, and financial statement analysis.

ACCT 341  Computerized Accounting  2 Units
Prerequisite: ACCT 101 or 301 with a grade of “C” or better
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course emphasizes the major areas of a computerized accounting system, general ledger, revenues and accounts receivable, expenses and accounts payable, fixed assets and depreciation, payroll, banking and bank reconciliations, job costing, adjusting and closing entries, and financial statements. It provides practical experience in the use of master files, transactions, and reports. Individual sections of this course use software designed for small businesses such as QuickBooks, Peachtree, or other contemporary accounting systems.
ACCT 343  Computer Spreadsheet Applications for Accounting  2 Units
Prerequisite: CISA 315 with a grade of "C" or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course combines the study of accounting and computer spreadsheets. Projects include business transactions, accounts receivable, inventory, payroll, special journals, financial statements, financial analysis, and other accounting topics. The course focuses on accuracy, clarity, creativity, adaptability, and presentation skills.

FIN 330  Financial Planning - Retirement Planning  3 Units
Advisory: BUS 320
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces retirement planning in the personal financial planning process. The course provides an understanding of public and private retirement plans. The public plans include Social Security, Medicare and Medicaid. The private plans include defined benefit and defined contribution plans and their regulatory provisions. Additional topics include the issues that individuals face in retirement such as lifestyle choices and medical issues.

ACCT 361  Ethical, Legal, and Professional Standards in Accounting  3 Units
Advisory: ACCT 107 and 301
Course Transferable to CSU
Hours: 54 hours LEC
This course explores the legal and ethical issues that must be addressed by accountants. Topics in ethics include ethical foundations as well as the unique ethical requirements of professional organizations and the California Board of Accountancy. Topics in law include legal liability of accountants, contracts, sales, negotiable instruments, documents of title, secured transactions, debtor and creditor relationships, agency, federal securities regulation, other regulations, and property law.

FIN 350  Financial Planning - Estate planning  3 Units
Advisory: BUS 320
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the efficient conservation and transfer of wealth, consistent with the individual’s goals. The legal, tax, financial and non-financial aspects of estate planning are covered, including trusts, wills, probate, advanced directives, charitable giving, wealth transfers and related taxes.

ACCT 381  Introduction to Appraising for Property Tax Purposes  1.5 Units
Course Transferable to CSU
Hours: 30 hours LEC
This course introduces the basic principles of property tax appraisal. It covers the economic aspects and legal definitions of market value, California Property Tax Laws and Regulations, the appraisal process, and methods of valuation. It is designed to meet the California Board of Equalization training requirements for County property tax appraisers.

ACCT 361  Ethical, Legal, and Professional Standards in Accounting  3 Units
Advisory: ACCT 107 and 301
Course Transferable to CSU
Hours: 54 hours LEC
This course explores the legal and ethical issues that must be addressed by accountants. Topics in ethics include ethical foundations as well as the unique ethical requirements of professional organizations and the California Board of Accountancy. Topics in law include legal liability of accountants, contracts, sales, negotiable instruments, documents of title, secured transactions, debtor and creditor relationships, agency, federal securities regulation, other regulations, and property law.

FIN 380  Financial Planning - The Comprehensive Financial Plan  2 Units
Prerequisite: ACCT 125, FIN 310, FIN 320, FIN 330, and FIN 350 with grades of "C" or better
Advisory: CISC 300
Course Transferable to CSU
Hours: 54 hours LEC
This is a capstone course in financial planning for individuals. Skills and knowledge from all previous courses in individual financial planning are utilized to develop a comprehensive financial plan for an individual or family. The end product of the course is a comprehensive financial plan prepared using financial planning software.

FIN 330  Financial Planning - Insurance  3 Units
Advisory: BUS 320
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces risk management and insurance decisions in personal financial planning. Topics include insurance for life, health, disability, property and liability risks, as well as annuities, group insurance, and long term care.

FIN 320  Financial Planning - Investments  3 Units
Advisory: BUS 320
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces investment planning in the personal financial planning process. The course covers the various types of securities traded in financial markets, investment theory and practice, portfolio construction and management, and investment strategies and tactics.

PROPTX 310  Introduction to Appraising for Property Tax Purposes  1.5 Units
Course Transferable to CSU
Hours: 30 hours LEC
This course introduces the basic principles of property tax appraisal. It covers the economic aspects and legal definitions of market value, California Property Tax Laws and Regulations, the appraisal process, and methods of valuation. It is designed to meet the California Board of Equalization training requirements for County property tax appraisers.

PROPTX 311  Appraisal of Machinery & Equipment  1.5 Units
Course Transferable to CSU
Hours: 32 hours LEC
This course covers the principles of property tax appraisal for tax assessment of personal property and fixtures. Topics include the economic aspects and legal definitions of market value, California Property Tax Laws and Regulations, the appraisal process, and methods of valuation. It is designed to meet the California Board of Equalization training requirements for County property tax auditor-appraisers and appraisers.