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## Accounting with Entrepreneurship Emphasis

**Objective:** This program is designed to prepare the graduate to organize a successful business. The entrepreneurship aspect incorporates training in formulating a business, and the accounting courses teach students to analyze data and make calculated decisions to achieve positive bottom-line results. Graduates will be able to establish their own bookkeeping business, or they are also capable of seeking employment as an entry-level accounting clerk or bookkeeper.

The student is readied for the QuickBooks, Payroll, and Bookkeeper Certification examinations through the National Association for Bookkeepers. In addition, the student is prepared for the Microsoft Office Specialist (MOS) Certificate in Excel and the IRS Advanced Tax Certificate for the Volunteer Income Tax Assistance (VITA) program, if elected.

Note: All units in this program are transferable to the Specialized Associate Degree – Accounting program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks and 43-3051.00 - Payroll and Timekeeping Clerks

**CIP Code:** 52.0302 – Accounting Technology/Technician and Bookkeeping

**Expected Educational Outcomes:** Upon completing the Accounting with Entrepreneurship Emphasis program, students will have demonstrated:

1. The capability of maintaining a set of accounting records in accordance with Generally Accepted Accounting Principles (GAAP) including the payroll and income tax components.
2. The ability to utilize various accounting software and analyze the financial data results for a business.
3. The understanding of the necessary components for a small business startup, such as financing, managing, and contract law.
4. The knowledge of Microsoft Office and Outlook software plus presentation skills for the marketing and distribution of business services.

**Diploma** awarded upon successful completion of all graduation requirements.

**Empire College**  
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**Empire College**  
Business – Law – Technology – Medical

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## Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	CMN170	Microsoft Office Fundamentals	24	1.0
ACN160B	Fund. of Accounting IB	24	2.0	CMN175	Financial Analysis with Excel	24	1.0
ACN160C	Fund. of Accounting IC	24	2.0	CMN185A	QuickBooks Pro I	24	1.0
ACN160D	Fund. of Accounting ID	24	2.0	CMN185B	QuickBooks Pro II	24	1.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	CMN185C	QuickBooks Certification	24	1.0
ACN170A	Fundamentals of Accounting IIA	24	2.0	CMN240A	Sage 50 I	24	1.0
ACN170B	Fund. of Accounting IIB	24	2.0	CMN240B	Sage 50 II	24	1.0
ACN170C	Fund. of Accounting IIC	24	2.0	CMN310K	Comprehensive Outlook	24	1.0
ACN170D	Fund. of Accounting IID	24	2.0	CMN320F	Excel Certification Preparation	24	1.0
ACN180A	Payroll Accounting	24	2.0	ENN101A	Business English - Grammar	24	2.0
ACN180B	Payroll Certification Preparation	24	1.0	ENN101B	Business English - Punctuation	24	2.0
ACN185	Professional Certification Preparation	24	1.0	ENN300A	Business Correspondence I	24	1.0
ACN190A	Federal Income Tax I	24	2.0	GBN101	Career Transitions	24	2.0
ACN190B	Federal Income Tax II	24	2.0	MNN120	Fundamentals of Law in Business	24	2.0
ACN190C	Federal Income Tax III	24	2.0	MNN230A	Entrepreneurship: Creating a Business	24	2.0
ACN190D	Federal Income Tax Certification	24	1.0	MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
BMN195A	10-Key Keypad	24	1.0	MNN230C	Entrepreneurship: Managing a Business	24	2.0
CMN100	Computer Literacy	24	1.0	MNN335A	Presentation Skills	24	2.0
CMN127B	Introduction to Word I	24	1.0		Total:	960	60.0
CMN166A	Beginning Excel	24	1.0		Total Weeks/Quarters:	48/4	
CMN166B	Intermediate Excel	24	1.0				
CMN166C	Advanced Excel	24	1.0				

**Keyboarding Speed Graduation Requirement:**  
30 NWPM