Specialized Associate Degree - Accounting

Objective: This program is designed to prepare the graduate for a position as a full-charge bookkeeper or junior-level accountant, as well as accounting or bookkeeping assistants/clerks, and to expand a student's potential for assumption of supervisory or management responsibilities within a company. Financial and tax accounting are the foundation of this program. The general education classes emphasize critical thinking, human relations, and decision-making skills required of well-qualified accounting personnel. In addition, the program has a strong emphasis on computerized spreadsheets and computerized accounting. An internship is included for those students who meet certain requirements. In keeping with the mission of the College, the emphasis in this program is placed on marketable skills.

The student is prepared 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.

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(s): 52.0302 – Accounting Technology/Technician and Bookkeeping

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Accounting program, students will have demonstrated:

- 1. The ability to maintain a set of accounting records for a business and complete the year-end financial reporting requirements.
- 2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).
- 3. The ability to assist or prepare budgets and provide management advisory services on assessing costs and how they can be controlled.
- 4. The understanding of the Income Tax rules and regulations as they pertain to individuals and businesses and the ability to assist in preparing tax returns and assisting in the tax planning as it relates to planning future transactions.
- 5. A solid theoretical grasp of Generally Accepted Accounting Principles and an introduction to International Financial Reporting Standards, which will assist the student/graduate in dealing with future unfamiliar accounting situations.
- Enhanced proficiency with the QuickBooks and Sage Peachtree accounting software programs.
- 7. An understanding of the importance in the workplace of various forms of communications and other human relations skills.

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

Empire College 3035 Cleveland Avenue Santa Rosa, CA 95403 707-546-4000 www.empcol.edu



Specialized Associate Degree – Accounting

Program Outline: Requirements for Graduation

			Qtr.				Qtr.
Class No.	Class Title H	lours	Units	Class No.	Class Title	Hours	Units
ACN160A	Fundamentals of			ENN101A	Business English -		
	Accounting IA	24	2.0		Grammar	24	2.0
	Fund. of Accounting IB	24	2.0	ENN101B	Business English -		
	Fund. of Accounting IC	24	2.0		Punctuation	24	2.0
ACN160D	Fund. of Accounting ID	24	2.0	ENN300A	Business Correspondence	I 24	1.0
ACN16LA	Fundamentals of			GBN101	Career Transitions	24	2.0
	Accounting IA Lab	24	1.0	MNN120	Fundamentals of Law in		
ACN170A	Fundamentals of				Business	24	2.0
	Accounting IIA	24	2.0	MNN230A	Entrepreneurship:	24	2.0
	Fund. of Accounting IIB	24	2.0		Creating a Business		
	Fund. of Accounting IIC	24	2.0	MNN230B	Entrepreneurship:	24	2.0
	Fund. of Accounting IID	24	2.0		Financing and Marketing		
	Payroll Accounting	24	2.0		a Business		
ACN180B	Payroll Certification			MNN230C	Entrepreneurship:	24	2.0
	Preparation	24	1.0		Managing a Business		
ACN185	Professional Certification			MNN335A	Presentation Skills	24	2.0
	Preparation	24	1.0				
ACN190A	Federal Income Tax I	24	2.0	General Edu	ucation		
ACN190B	Federal Income Tax II	24	2.0	CMN100	Computer Literacy	24	1.0
ACN190C	Federal Income Tax III	24	2.0	ENN303A	Management Communica	-	
ACN190D	Federal Income Tax				tions I	24	2.0
	Certification	24	1.0	ENN303B	Management Communica	-	
ACN274A	Intermediate Accounting I	24	2.0		tions II	24	2.0
ACN274B	Intermediate Accounting II	24	2.0	GBN050	Information Literacy	24	2.0
ACN274C	Intermediate Accounting III	24	2.0	GBN200A	Human Relations I	24	2.0
ACN274D	Non-Profit Accounting	24	2.0	GBN200B	Human Relations II	24	2.0
ACN280A	Managerial Accounting I	24	2.0	MAN101	Introduction to Algebra	24	2.0
ACN280B	Managerial Accounting II	24	2.0	PHN101	Ethics in Technology and		
ACN280C	Managerial Accounting III	24	2.0		Society	<u>24</u>	2.0
	Forensic Accounting	24	2.0		Total:	1440	96.0
ACN401 *	Accounting Internship	72	2.0			72/6	96.0
BMN142	Business Math	24	2.0		Total Weeks/Quarters:	72/0	
BMN143	Financial Math	24	2.0	Keyboardin	g Speed Graduation Requir	ement:	
BMN195A	10-Key Keypad	24	1.0	30 NWPM	•		
CMN127B	Introduction to Word I	24	1.0				
CMN166A	Beginning Excel	24	1.0	* See eligib	ility requirements under "C	Class De	scrip-
CMN166B	Intermediate Excel	24	1.0	tions in the	e Course Catalog."		
CMN166C	Advanced Excel	24	1.0				
CMN170	Microsoft Office						
	Fundamentals	24	1.0				
CMN175	Financial Analysis with Excel	24	1.0				
CMN185A	QuickBooks Pro I	24	1.0				
CMN185B	QuickBooks Pro II	24	1.0				
CMN185C	QuickBooks Certification	24	1.0				
CMN240A	Sage 50 I	24	1.0				
CMN240B	Sage 50 II	24	1.0				
CMN310K	Comprehensive Outlook	24	1.0				
CMN320F	Excel Certification						
	Preparation	24	1.0				