
Accounting with Certification Emphasis

Objective: This is a short-term, entry-level program designed to prepare students for employment as bookkeeping assistants, office bookkeepers, payroll practitioners, AR/AP clerks, or as a data entry worker. It is tailored for those with previous college education and/or work experience to meet the demands of today's employer. The certificates validate a graduate's capability to work within various accounting areas and showcase for employers the applicant's trainable skills in an employer's processes which can substitute for experience. Employable skills, vocationally directed, are in keeping with the mission of the College.

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.

Prerequisites: (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester units/45 quarter units, or résumé outlining three years of office work experience, and/or interview with and approval of the Accounting Department Head.

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 Certification Emphasis 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 knowledge to enter employees' information into the payroll records and post changes plus audit timekeeping records.
3. Enhanced proficiency with the Excel and QuickBooks software programs.
4. The understanding of the Income Tax rules and the ability to assist in preparing income tax returns for individuals and businesses.

Diploma awarded upon successful completion of all graduation requirements.

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Empire College
Business – Law – Technology – Medical

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Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.
			Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN160B	Fund. of Accounting IB	24	2.0
ACN160C	Fund. of Accounting IC	24	2.0
ACN160D	Fund. of Accounting ID	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
ACN180A	Payroll Accounting	24	2.0
ACN180B	Payroll Certification Preparation	24	1.0
ACN185	Professional Certification Preparation	24	1.0
ACN190A	Federal Income Tax I	24	2.0
ACN190B	Federal Income Tax II	24	2.0
ACN190D	Federal Income Tax Certification	24	1.0
BMN195A	10-Key Keypad	24	1.0
CMN166A	Beginning Excel	24	1.0
CMN166B	Intermediate Excel	24	1.0
CMN166C	Advanced Excel	24	1.0
CMN185A	QuickBooks Pro I	24	1.0
CMN185B	QuickBooks Pro II	24	1.0
CMN185C	QuickBooks Certification	24	1.0
CMN320F	Excel Certification Preparation	24	1.0
GBN101	Career Transitions	24	2.0
	Total:	480	28.0
	Total Weeks/Quarters:	24/2	