
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.
6. 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.

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