Accounting

Accounting is the interpreting, measuring and describing of economic activity. Accountants often specialize and may work independently or work for private business, nonprofit organizations or for government agencies.

The study of accounting also provides decision-making skills and patterns of thought valuable to people in occupations not directly related to accounting.

Career Opportunities

Employment opportunities at all levels in the accounting field are expected to remain strong, and areas of specialization will continue to grow. Opportunities are especially good for those with both accounting and computer knowledge.

Since employers expect that applicants for accounting positions will have strong computer abilities, students preparing for accounting positions should have excellent keyboarding skills, and know word processing, spreadsheet, data base, and accounting software. An knowledge of operating systems software is also useful.

Accounting Paraprofessional

Preparation for entry-level and promotional accounting paraprofessional positions (i.e. bookkeeper, account clerk) with private industry and government and nonprofit agencies. An intensive program requiring a considerable focus on transaction analysis and entry.

Recommended Electives

ACCT 103, 104; BUS 105, 320, 330; CISA 316, 321; MGMT 360

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an AA/A.S. degree. See ARC graduation requirements.

Requirements for Certificate 27 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 121</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 125 or 153</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 301</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 341</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 343</td>
<td>2</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>and three units selected from the following:</td>
<td>3</td>
</tr>
<tr>
<td>CIS classes; BUS-TEC 305, 310</td>
<td></td>
</tr>
</tbody>
</table>

Financial Accounting

Preparation for accounting positions with business firms and government agencies with emphasis upon advanced courses in financial accounting. An intensive program emphasizing analytical aptitude in addition to computational skills.

Requirements for Degree Major 36-37 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 301</td>
<td>4</td>
</tr>
<tr>
<td>BUS 110 or Economics 302</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>BUS-TEC 300 (1 unit) or keyboarding competency</td>
<td>0-1</td>
</tr>
<tr>
<td>and three units selected from the following:</td>
<td>3</td>
</tr>
<tr>
<td>CIS classes; ACCT 341, 343; BUS-TEC 305, 310</td>
<td></td>
</tr>
</tbody>
</table>

Concentration Requirements Units

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 103</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 104</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 111</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 341</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 343</td>
<td>2</td>
</tr>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

ACCT 107, 121, 153; BUS 105, 320, 330; CISA 305, 315, 316, 320; CISC 320; MGMT 360

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an AA/A.S. degree. See ARC graduation requirements.
ACCT 101 Fundamentals of College Accounting
3 Units
Formerly: ACCT 60
Prerequisite: None
Advisory: BUS 105 or MATH 100, and ENGW 102 or 103, and ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 54 hours LEC
This is a beginning accounting course that emphasizes small business applications. It covers the accounting cycle for a service business and for a merchandising business. The general journal, special journals, the general ledger, and subsidiary ledgers are covered: the preparation of adjustments and worksheet, closing entries, correcting entries, financial statements, bank statement reconciliation, and payroll; and calculations for interest, sales discounts, purchases discounts, sales taxes, and payroll taxes.

ACCT 103 Intermediate Accounting
3 Units
Prerequisite: ACCT 101 with a grade of “C” or better.
Advisory: ACCT 103.
Hours: 54 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
3 Units
Prerequisite: ACCT 103 with a grade of “C” or better.
Advisory: ACCT 103.
Hours: 54 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 Spring semester only.

ACCT 107 Auditing
3 Units
Prerequisite: ACCT 101 with a grade of “C” or better.
Advisory: ACCT 103 and ACCT 104.
Hours: 54 hours LEC
This course on auditing theory emphasizes attestation audits of financial records and annual reports. Topics include generally accepted auditing standards, audit planning and methodology, ethics, and legal issues. This course is typically offered Fall semester only.

ACCT 111 Cost Accounting
3 Units
Prerequisite: ACCT 101 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 and analysis of quantitative information needed by managers for planning, operating, and controlling business operations. This course is typically offered Spring semester only.

ACCT 116 or ESLR 320 and ESLW 320.

ACCT 121 Payroll Accounting
3 Units
Prerequisite: None
Advisory: ACCT 101 or 301 with a grade of “C” or better and CISC 300.
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 125 Federal and State Taxation
4 Units
Prerequisite: None
Advisory: ACCT 301.
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 capital and other gains and losses. This course is recommended for accounting majors and others seeking to become tax preparers.

ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts
4 Units
Prerequisite: ACCT 125 with a grade 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 fiduciary 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 141 Quick Books for Small Business (same as BUS 230)
1 Unit
Formerly: ACCT 61
Prerequisite: None
Advisory: ENGW 102 or 103 or ESLR 320 and ESLW 320; BUS 350.
Hours: 18 hours LEC
This class will emphasize the use of Quick Books (R) to aid the small business operator in creating financial statements and other financial reports. Not open to students who have taken BUS 230.
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 theory with special emphasis on the types of accounting information used by managers, sources of information, and how this information is used by managers in making business decisions. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, capital budgeting, and statement analysis. (CAN BUS 4) (BUS SEQ A Sum of CAN Bus 2 and Bus 4)  

ACCT 341  Accounting on the Microcomputer  2 Units  
Prerequisite: ACCT 101 or 301 with a grade of "C" or better.  
Advisory: CISC 300.  
Course Transferable to CSU  
Hours: 27 hours LEC; 27 hours LAB  
This course introduces accounting systems on the personal computer. It covers PC accounting and reporting for customer, vendor, and employee, banking, and general ledger activities. Topics include the master files, data records, and technologies of automated systems. The course compares and contrasts manual and automated accounting systems, and explores the commonalities of automated systems in general. This course may be taken twice on different software applications or versions.  

ACCT 343  Computer Spreadsheet Applications for Accounting  2 Units  
Prerequisite: None  
Corequisite: ACCT 301.  
Advisory: CISA 315.  
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.