

Accounting

Business & Family Science

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DEGREE

A.A. — Accounting

CERTIFICATES OF ACHIEVEMENT

Accounting
Accounting, Advanced
Accounting Clerk

CERTIFICATE OF PROFICIENCY

Accounting, Certificate in Taxation

Program Description

This program provides training for entry-level employment in private industry or in government accounting or for self-employment as a provider of computer-based bookkeeping and/or tax services. In addition, those individuals already employed in accounting can work toward career advancement by taking additional courses. Generally, employment in this specialization also requires proficiency in computer applications and good communication skills.

Career Opportunities

Accounting Clerk	Accounting Technician
Accountant Trainee	Auditor
Bank Employee/Examiner	Certified Public Accountant
Cost Accountant	Insurance Employment
Revenue Agent (FTB/IRS)	Tax Preparer

Bookkeeper for:	
Accounts Receivable	Accounts Payable
General Ledger	Full-Charge Bookkeeper

Some Career Opportunities may require more than two years of college study.

Highlights

- A traditional course of study in Accounting Fundamentals, Financial Reporting, Managerial Techniques, State and Federal Income Taxation, Cost Accounting, and Auditing
- State-of-the-art software and equipment to provide computerized accounting training
- Internships, work experience with local employers for college units, job shadowing, guest speakers from the accounting industry, field trips to accounting offices
- A lab with tutorial assistance

NOTE TO TRANSFER STUDENTS:

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a CRC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that CRC requires for an associate's degree in this major may be different from the requirements needed for the bachelor's degree.

For information about the student learning outcomes for this program, see <http://www.crc.losrios.edu/pslo>

DEGREE

A.A. — Accounting

CODE #1001

REQUIRED PROGRAM..... Units

Business Core:		
ACCT 301	Financial Accounting	4
ACCT 311	Managerial Accounting	4
ACCT 341	Computerized Accounting	2
BUS 340	Business Law (3) or	
BUS 345	Law and Society (3).....	3
ACCT 103	Intermediate Accounting - Part I.....	4
ACCT 104	Intermediate Accounting - Part II.....	4
ACCT 111	Cost Accounting.....	3
A minimum of four (4) units from the following:		4
CISA 315	Introduction to Electronic Spreadsheets (2)	
CISA 316	Intermediate Electronic Spreadsheets (2)	
CISA 320	Introduction to Database Management (1)	
CISA 321	Intermediate Database Management (1)	
A minimum of seven (7) units from the following:		7
ACCT 107	Auditing (3)	
ACCT 121	Payroll Accounting (3)	
ACCT 125	Federal and State Taxation (4)	
ACCT 127	Volunteer Income Tax Assistance (VITA) (2)	
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts (4)	
ACCT 153	Governmental Accounting (3)	
ACCT 498	Work Experience in Accounting (1-4)	
TOTAL UNITS REQUIRED		35

Associate Degree

The Accounting Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See CRC graduation requirements.

CERTIFICATE OF ACHIEVEMENT

Accounting

CODE #1001

REQUIRED PROGRAM..... Units

ACCT 107	Auditing	3
ACCT 111	Cost Accounting	3
ACCT 301	Financial Accounting.....	4
ACCT 311	Managerial Accounting	4
ACCT 341	Computerized Accounting	2
BUS 340	Business Law	3
TOTAL UNITS REQUIRED		19

CERTIFICATE OF ACHIEVEMENT

Accounting, Advanced

CODE #1004

This program is designed for a student who wishes to develop advanced levels of accounting skills, but not earn a degree. These requirements match the major requirements of the Accounting Degree, but do not include General Education.

REQUIRED PROGRAM.....		Units
ACCT 301	Financial Accounting	4
ACCT 311	Managerial Accounting	4
ACCT 341	Computerized Accounting	2
BUS 340	Business Law (3) or	
BUS 345	Law and Society (3).....	3
ACCT 103	Intermediate Accounting - Part I.....	4
ACCT 104	Intermediate Accounting - Part II.....	4
ACCT 111	Cost Accounting.....	3
A minimum of 4 units from the following:		4
CISA 315	Introduction to Electronic Spreadsheets (2)	
CISA 316	Intermediate Electronic Spreadsheets (2)	
CISA 320	Introduction to Database Management (1)	
A minimum of 7 units from the following:		7
ACCT 107	Auditing (3)	
ACCT 121	Payroll Accounting (3)	
ACCT 125	Federal and State Taxation (4)	
ACCT 127	Volunteer Income Tax Assistance (VITA) (2)	
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts (4)	
ACCT 153	Governmental Accounting (3)	
ACCT 498	Work Experience in Accounting (1-4)	
CISA 321	Intermediate Database Management (1)	
TOTAL UNITS REQUIRED		35

CERTIFICATE OF ACHIEVEMENT

Accounting Clerk

CODE #1419

REQUIRED PROGRAM.....		Units
ACCT 101	Fundamentals of College Accounting (3) or	
ACCT 301	Financial Accounting (4).....	3-4
ACCT 341	Computerized Accounting	2
ACCT 121	Payroll Accounting	3
CISA 315	Introduction to Electronic Spreadsheets.....	2
CISA 305	Beginning Word Processing.....	2
BUS 310	Business Communications (3) or	
ENGWR 301	College Composition and Literature (3)	3
A minimum of 5 units from the following:		5
BUSTEC 101	Computer Keyboarding: 10-Key (1)	
BUSTEC 302	Computer-Keyboarding (2)	
BUS 105	Business Mathematics (3)	
CISA 316	Intermediate Electronic Spreadsheets (2)	
CISA 320	Introduction to Database Management (1)	
ACCT 498	Work Experience in Accounting (1-4)	
TOTAL UNITS REQUIRED		20-21

CERTIFICATE OF PROFICIENCY

Accounting, Certificate in Taxation

CODE #1495

This certificate acknowledges student achievement and proficiency in preparing and reviewing the income tax returns of individuals and business entities together with understanding of necessary federal and state tax administration compliance requirements needed to work with the Internal Revenue Service and the Franchise Tax Board.

REQUIRED PROGRAMS		Units
ACCT 121	Payroll Accounting.....	3
ACCT 125	Federal and State Taxation.....	4
ACCT 128	Taxation of Corps, Partnerships, Estates & Trusts	4
TOTAL UNITS REQUIRED		11

ACCOUNTING (ACCT)

ACCT 101

Fundamentals of College Accounting

3 Units

Prerequisite: None

General Education: AA/AS Area II(b)

Hours: 54 hours LEC

This course emphasizes a practical approach to the use of accounts, journals, ledgers, and financial statements. The course is recommended for students who intend to seek employment in a small service or merchandising business and is an excellent preparation course for further study in accounting and business.

ACCT 103

Intermediate Accounting - Part I

4 Units

Prerequisite: ACCT 301 with a grade of "C" or better

Hours: 72 hours LEC

This course provides a continuing study of the measurement and reporting of the results of operations and the financial condition of profit-directed business entities. Special emphasis will be given to the valuation of assets using the Financial Accounting Standards Board (FASB) as authority. Completion of ACCT 103 and 104 is required to complete the "advanced accounting" requirement for accounting classifications in state service. This course is not intended for transfer to a four-year college.

ACCT 104

Intermediate Accounting - Part II

4 Units

Prerequisite: ACCT 103 with a grade of "C" or better

Hours: 72 hours LEC

This course is a continuing study of the measurement and reporting of the results of operations and the financial position of profit-directed business entities. An emphasis is placed on accounting for stockholder's equity, long-term liabilities, retained earnings, and dividends. This course and ACCT 103 constitute the "advanced accounting" requirement for some professional-level accounting classifications in California state service. This course is not intended for transfer to a four-year college.

ACCT 107**Auditing****3 Units***Prerequisite: ACCT 301 with a grade of "C" or better**Advisory: ACCT 103**Hours: 54 hours LEC*

The course focuses on procedures and practices used in the verification of financial statement balances and accounting records. External auditing functions are emphasized. The types of audits and audit occupations, as well as the legal liabilities of the auditor, are discussed.

ACCT 111**Cost Accounting****3 Units***Prerequisite: None**Advisory: ACCT 311**Hours: 54 hours LEC*

This course is an introduction to cost accounting methods, including job order, process and standard cost system. Special attention will be given to managerial uses of cost accounting. This course is not intended for transfer to a four-year college.

ACCT 121**Payroll Accounting****3 Units***Prerequisite: None**Advisory: ACCT 101**Hours: 54 hours LEC*

This is a study of payroll and personnel records, procedures and regulations. The course will include a study of the various California and Federal laws pertaining to the computation of earnings and withholdings. Payroll tax payment requirements and preparation of the employer's California and Federal payroll tax reports will be included. A comprehensive simulation project will be completed as part of the course. The project will include one quarterly payroll reporting cycle.

ACCT 125**Federal and State Taxation****4 Units***Prerequisite: None**Hours: 72 hours LEC*

This course is a study of basic Federal and State Income Tax regulations with an emphasis on the skills necessary for the preparation of individual income tax returns. Included are filing requirements, determination of taxable income, allowable deductions, tax computation, tax credits, other taxes, payment methods, and audit procedures. The course is acceptable as elective for civil service professional accounting operations and recommended for accounting majors.

ACCT 127**Volunteer Income Tax Assistance (VITA)****2 Units***Prerequisite: None**Hours: 18 hours LEC ; 54 hours LAB*

This hands-on course provides training and a service learning opportunity in the preparation of federal and California individual income tax returns. After successfully completing 18 hours of IRS-approved training and passing the IRS and California individual income tax exams, the student volunteer will provide a minimum of 54 hours of free tax assistance to community clients who meet qualifying criteria for the service as set by the IRS. The Basic level is intended for the volunteer who will assist working taxpayers with individual and family tax concerns. The Intermediate level covers tax law as it applies to wage earners who have more complex income issues. The Military level covers tax law that pertains to military tax situations. The Advanced level addresses complex issues that are generally encountered by pension earners and prepare the student to assist taxpayers-clients across the full VITA spectrum. This course may be taken four times as long the course is taken at a different level. This course qualifies as qualifying education and continuing education under guidelines established by the California Tax Education Council (CTEC).

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. Included is coverage of 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. This course is designed for persons seeking civil service advancement, those who are currently or will be involved with company accounting operations, and persons engaged in tax preparation. It is recommended for accounting majors.

ACCT 153**Governmental Accounting****3 Units***Prerequisite: ACCT 301 with a grade of "C" or better**Hours: 54 hours LEC*

This course covers accounting and financial reporting for governmental units and institutions with emphasis on the principles of fund accounting and the comprehensive annual financial report as prescribed by the Governmental Accounting Standards Board. Additional topics include the accounting aspects of budgeting and budgetary control for governmental entities and accounting for non-profit organizations.

ACCT 295**Independent Studies in Accounting
1-3 Units***Prerequisite: None**Hours: 18 hours LEC ; 54 hours LAB***ACCT 299****Experimental Offering in Accounting
.5-4 Units***Prerequisite: None**Hours: 18 hours LEC ; 54 hours LAB*

ACCT 301
Financial Accounting **4 Units**
Prerequisite: None
Advisory: ACCT 101, BUS 105, MATH 120, or MATH 125
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 72 hours LEC

This is the study of accounting as an information system. Emphasis is given to understanding the nature and purpose of accounting and its function in business. The principles and concepts underlying transaction analysis and recording; financial statement preparation, disclosures, and analysis; and ethical issues are addressed. The course includes units on inventories, internal control, cash, receivables, fixed and intangible assets, current and long-term liabilities, stockholders' equity, income tax, and investments.

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 is the study of the use and reporting of accounting data for managerial planning, cost control, and decision making purposes. The course includes broad coverage of concepts, classifications, and behaviors of costs. 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, cash flow, and statement analysis.

ACCT 341
Computerized Accounting **2 Units**
 (formerly: Accounting on the Microcomputer)
Prerequisite: ACCT 101 and 301 with grades of "C" or better
Advisory: CISC 302
Course Transferable to CSU
Hours: 18 hours LEC ; 54 hours LAB

This is a course using the computer to prepare financial statements and other accounting reports used in business. This course emphasizes the areas of study: general ledger, accounts payable, accounts receivable, banking, bank reconciliations, depreciation, fixed assets, inventory, job order and payroll. This course provides practical experience using computerized accounting software, such as QuickBooks, Peachtree, Office Accounting or other contemporary accounting system. Students may receive two units credit for each topic (software product) offered. Consult the class schedule for specific software.

ACCT 495
Independent Studies in Accounting **1-3 Units**
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC ; 54 hours LAB

ACCT 498
Work Experience in Accounting **1-4 Units**
Prerequisite: None.
Course Transferable to CSU
Hours: 300 hours LAB

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. Course content will include understanding the application of education to the workforce; completion of required forms, which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. During the course of the semester, the student is required to fulfill an 18 hour orientation and 75 hours of related paid work experience, or 60 hours of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. The course may be taken again when there is new or expanded learning on the job for a maximum of 16 units.

ACCT 499
Experimental Offering in Accounting **.5-4 Units**
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC ; 54 hours LAB