

# Accounting



## The Program

The accounting program is designed to provide students with the skills and knowledge required for entry-level positions in accounting, industry, government, financial institutions and small businesses. The program encompasses classroom instruction and extensive hands-on application with both manual and computerized accounting systems. Cabrillo College offers a skills certificate in bookkeeping, in Accounting, a certificate of proficiency and an Associate of Science degree in Accounting.

Majoring in accounting can lead to a variety of career paths in many different for profit and not for profit organizations and businesses. Career paths can be generally categorized into two broad categories: public accounting and non-profit accounting.



Two-year programs in accounting will lead to positions within the transactional side operational accounting—specifically accounts payable, accounts receivable and bookkeeping. There is constant demand for this level of skill within sole proprietorships, partnerships, small to medium size corporations and non-profit organizations.

Non-public accounting includes a very diverse collection of occupations such as: corporate controller, internal auditor, cost account, tax accountant, budget accountant, IRS agent, FBI agent, homeland security, government auditor, nonprofit controller, government accountant, credit manager, and financial institution officer. Non-public accounting positions usually do not require a CPA designation; thus a bachelor's degree is adequate preparation for these jobs.



Often businesses desire accounting students for all types of non-accounting positions because of their broad business training and overall knowledge of the financial impacts of business events. The other significant opportunity with a four-year degree

in accounting is public accounting.

This includes external auditing, tax planning and return preparation, and consulting. Usually one obtains the CPA (Certified Public Accountant) designation when choosing the public accounting career path. The CPA designation requires 150 college hours, most often achieved by obtaining a Masters of Accountancy degree after getting a bachelor's degree.



## Accounting Occupations

Accountant	Internal Auditor
Actuary	Internal Revenue Agent
Auditor	Management Consultant
Bank Officer	Materials Manager
Budget Accountant	Nonprofit Accountant
Controller	Operations Manager
Cost Accountant	Payroll Manager
Certified Public Accountant	Plant Accountant
Credit Manager	Property Accountant
Educator (high school/college)	Purchasing Agent
Government Accountant	Tax Accountant
Government Auditor	Tax Preparer/planner
Information Systems Auditor	Treasurer.
Insurance Adjuster	

## Types of Employers

### Private and Non-profit Organizations

Banks	Consulting Firms
Hospitals	Private Accounting Firms
Brokerage Houses	Credit Unions
Insurance Companies	Public Accounting Firms
Chemical Manufacturers	Engineering Firms
Manufacturing Companies	Service Organizations
Colleges/Universities	Finance Companies
Nonprofit Organizations	Transportation Companies
Construction Firms	High Technology Companies
Pharmaceutical Companies	Wholesale/Retail Operations

For more information

[cabrillo.edu/academiccs/accounting](http://cabrillo.edu/academiccs/accounting)

# The Profession



Accounting is the study of how businesses track their income and assets over time. Accountants engage in a wide variety of activities be-

sides preparing financial statements and recording business transactions including computing costs and efficiency gains from new technologies, participating in strategies for mergers and acquisitions, quality management, developing and using information systems to track financial performance, tax strategy, and health care benefits management.

With a two-year degree you will learn how business works. The field of accounting offers stimulating and challenging work that is constantly evolving. Because accountants spend a lot of time looking at the operational side of the businesses they really learn how business works.

It's no surprise that many successful senior operational and executive managers in business began their careers as accountants. It's also no surprise that most chief financial officers of large corporations have a background in accounting. An accountant is perfectly positioned to become a CFO, CEO (Chief Executive Officer) or COO (Chief Operations Officer) because he or she probably has the best understanding of what drives business and profits in a company.

Accounting graduates set up accounting systems that allow businesses or individuals to organize, maintain, and audit financial records. In their work, accountants may be involved in preparing tax returns, budget, financial statements, recording business transactions, advising businesses on accounting systems, or auditing financial records. Employment opportunities in accounting are plentiful, and are expected to continue to grow in the foreseeable future.

# Cabrillo College

Aptos • Scotts Valley • Watsonville

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## How To Enroll

**STEP 1** You may apply online at [www.cabrillo.edu](http://www.cabrillo.edu). If you have any questions, contact the Cabrillo College Admissions & Records Office in Build-

ing 100 of the Aptos campus located on 6500 Soquel Drive, phone (831) 749-6201; or in Watsonville on 318 Union Street, phone (831) 786-4701.

**STEP 2** You will receive registration information in the mail including your time to begin registering.

## Who May Enroll

Cabrillo College is open to anyone 18 years of age or older, or anyone with a high school diploma or proficiency certificate. High school students also may attend classes at Cabrillo on a limited basis with the permission of their high school principals.

## Nondiscrimination Policy

Cabrillo Community College does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, physical or mental disability, or sexual orientation in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education programs. Limited English language skills will not be a barrier to admission to and participation in vocational education programs.

## Plan De Acción No Discriminatoria

Cabrillo Community College no discrimina a base de identificación con grupos étnicos, nacionalidad de origen, religión, edad, sexo, raza, color, incapacidad mental o física ni orientación sexual en ninguna de sus reglamentaciones, procedimientos o prácticas. Este plan de acción no discriminatoria incluye la admisión y el acceso a los programas y actividades, y el tratamiento y el empleo en los mismos, incluyendo la educación vocacional. Tener limitadas destrezas en el idioma inglés no constituirá una barrera para ser admitido o participar en los programas de educación vocacional. 6/11

*This publication was funded in full or in part by Perkins IV Title I-C allocation agreement 10-C01-005 awarded to the Cabrillo Community College District by the California Community Colleges Chancellor's Office*



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