

ACCOUNTING/FINANCE

Business, English, and Language Arts Division

James Weckler, Division Dean
 Division Office, Room 301
 Mo Hassan, Program Chair, (831) 477-3201
 Aptos Counselor: (831) 479-6274 for appointment
 Watsonville Counselor: (831) 786-4734
 Call (831) 479-6400 for more information
<http://www.cabrillo.edu/programs>

Accounting/Finance Occupational Program

Accounting

Program Description:

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, Certificate of Proficiency in Accounting, and an Associate of Science degree in Accounting.

Career Opportunities:

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, budgets, and 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.

A.S. Degree: Accounting

A.S. General Education **21 Units**

Core Courses-Level I

ACCT 151A	Introduction to Accounting: Bookkeeping Concepts	4
BUS 5	Business Information Systems	4
BUS 155	*Business Mathematics	0 - 3
CABT 110A	Computer Keyboarding-Alphabet Keys	0.5
CABT 110B	Computer Keyboarding-Numbers/Symbols.	0.5
CABT 102	10-Key Calculator.	1

Core Courses-Level II

ACCT 6	Spreadsheets for Accounting	4
ACCT 159	Computer Accounting	4
ACCT 163	Using Quickbooks	3

Required Course

ACCT 1A	Financial Accounting	4
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Approved Electives (3 Units)

ACCT 1B	Managerial Accounting.	4
ACCT 54A	Income Tax I, Individual.	4
ACCT 155	Payroll Accounting.	3
ACCT 158	Introduction to Government and Not-for-Profit Accounting.	3
ACCT 199C	Career Work Experience Education	0.5 - 4
BUS 9	Business Statistics.	3
BUS 18	Business Law.	4
BUS 20	Introduction to Business	3
BUS 52	Business Communications.	3
BUS 60	International Business	3
BUS 68	International Business Law	4
BUS 163	Global Business Management	3
FIN 4	Money Management.	4
FIN 10	Introduction to Investments.	4

Electives:

(Any Course numbered 1-199) 8 - 11

Total Units **60**

**Students with skills equivalent to MATH 154 or higher are exempt from BUS 155 and may substitute 3 units from the list of approved electives.*

Certificate of Achievement: Accounting

Core Courses-Level I

ACCT 151A	Introduction to Accounting: Bookkeeping Concepts	4
BUS 5	Business Information Systems	4
BUS 155	*Business Mathematics	0 - 3
CABT 110A	Computer Keyboarding-Alphabet Keys	0.5
CABT 110B	Computer Keyboarding-Numbers/Symbols.	0.5
CABT 102	10-Key Calculator.	1

Core Courses-Level II

ACCT 6	Spreadsheets for Accounting	4
ACCT 159	Computer Accounting	4
ACCT 163	Using Quickbooks	3

Required Courses

ENGL 100	Elements of Writing	3
or		
ENGL 1A/1AH/1AMC/1AMCH	3
or		
CABT 157	Business and Technical Writing	3

Total Units **24 - 27**

**Students with skills equivalent to MATH 154 or higher are exempt from BUS 155 and may substitute 3 units from the list of approved*

Skills Certificate: Accounting

Core Courses-Level I

ACCT 151A	Introduction to Accounting: Bookkeeping Concepts	4
BUS 5	Business Information Systems	4
BUS 155	*Business Mathematics	0 - 3
CABT 110A	Computer Keyboarding-Alphabet Keys	0.5
CABT 110B	Computer Keyboarding-Numbers/Symbols	0.5
CABT 102	10-Key Calculator	1

Required Courses

ENGL 100	Elements of Writing	3
or		
ENGL 1A/1AH/1AMC/1AMCH		3
or		
CABT 157	Business and Technical Writing	3

Total Units **13 - 16**

*Students with skills equivalent to MATH 154 or higher are exempt from BUS 155 and may substitute 3 units from the list of approved electives.

Accounting Courses

ACCT 1A

Financial Accounting

4 units; 4 hours Lecture, 1 hour Laboratory

Recommended Preparation: ACCT 151A; Eligibility for ENGL 100 and READ 100.

Teaches accounting concepts from the user's perspective. Covers the preparation, communication, use and analysis of accounting information. Emphasis on accounting theory, critical thinking, and the use of accounting information in business decision-making. May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU, UC.

ACCT 1B

Managerial Accounting

4 units; 4 hours Lecture, 1 hour Laboratory

Prerequisite: ACCT 1A.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches the selection, use, and analysis of accounting information by managers. Covers cost accounting for manufacturing organizations, decision-making based upon accounting information, the evaluation of business segments, cost-volume-profit analysis, responsibility accounting, standard cost systems, and variance analysis. May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU; UC.

ACCT 6

Spreadsheets for Accounting

4 units; 3 hours Lecture, 5 hours Laboratory

Prerequisite: ACCT 151A or ACCT 1A.

Recommended Preparation: BUS 5 or CABT 41; Eligibility for ENGL 100 and READ 100.

Covers the creation, evaluation, and use of electronic spreadsheets in the accounting profession to present interest, depreciation, uncollectible accounts, financial analysis, and departmental activities. Includes spreadsheet design and management, formulas, functions, and charts. May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU.

ACCT 54A

Income Tax I, Individual

4 units; 4 hours Lecture

Prerequisite: READ 100, ENGL 100.

Recommended Preparation: ACCT 151A or ACCT 1A; Eligibility for MATH 154.

Teaches federal and California tax principles, planning and compliance. Focuses on individual taxpayers, computerized tax projects, qualifies for California Tax Preparer (CTEC) QUALIFYING education. May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU.

ACCT 151A

Introduction to Accounting: Bookkeeping Concepts

4 units; 4 hours Lecture, 1 hour Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Covers practical accounting, terminology, and the complete accounting cycle from documentation through journals, ledgers, and financial statements for both service and merchandising companies. Designed for careers in the field of accounting as well as business owners who wish to prepare their own accounting records. May be offered in a Distance-Learning Format.

ACCT 155

Payroll Accounting

3 units; 3 hours Lecture, 2 hours Laboratory

Prerequisite: ACCT 151A

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Introducing payroll accounting. Includes payroll calculations and federal and California payroll tax requirements for withholding and reporting. Also covers labor laws, the importance of internal control, retirement plans, and workers' compensation programs.

ACCT 158

Introduction to Government and Not-for-Profit Accounting

3 units; 3 hours Lecture

Prerequisite: ACCT 1A or ACCT 151A.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Explores the similarities and differences between government/not-for-profit and commercial accounting, including applicable generally accepted accounting principles (GAAP), budgeting and fund accounting.

ACCT 159**Computer Accounting**

4 units; 3 hours Lecture, 5 hours Laboratory

Prerequisite: ACCT 151A.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Introduces computer accounting, from data analysis and entry, through generation, interpretation and comparison of end-of-period financial statements using Peachtree Accounting software. Includes inventory valuation, cash flow statement, financial analysis, as well as accounting for a partnership, corporation, and manufacturer. May be offered in a Distance-Learning Format.

ACCT 163**Using Quickbooks**

3 units; 2 hours Lecture, 5 hours Laboratory

Prerequisite: ACCT 151A.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Introduces use of QuickBooks from the accounting practitioner's perspective. Includes setting up new businesses, entering data, locating information, and analyzing financial statements for service, merchandising, and manufacturing companies. May be offered in a Distance-Learning Format.

Finance Courses**FIN 4****Money Management**

4 units; 3 hours Lecture, 2 hours Laboratory

Recommended Preparation: BUS 155; Eligibility for ENGL 100 and READ 100.

Teaches the financial planning process of money management including budgeting, credit and debt analysis, investments options (stocks, bonds, and mutual funds), acquiring real estate, and retirement planning. Outlines various methods to establish wealth to maintain an independent and secure financial life. This course may be offered in a Distance Learning Format.

Transfer Credit: Transfers to CSU.

FIN 10**Introduction to Investments**

4 units; 3 hours Lecture, 2 hours Laboratory

Recommended Preparation: MATH 154 and/or ENGL 100.

Surveys of investment management and investment alternatives with particular emphasis on the equity markets including analysis of investment goals, the relationship of risk to rewards, internal and external factors affecting market prices, choosing among investment alternatives, and the time value of money. Involves the use of computers and Internet-based research. This course maybe offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU.

FIN 110**Small Business Finance**

3 units; 3 hours Lecture

An Introduction to financial management for the manager, investor, and small business owner. Covers financial planning for the business, budgeting, financial statement, and performance analysis.

FIN 160**Principles of Bank Operations**

3 units; 3 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

This class is an introduction to money, investments, credit and lending and banking activity. Focus is placed on the role of banking in the economy and other financial firms, insurance, stock brokerage and mortgage banking.

FIN 161**Introduction of Finance**

3 units; 3 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

This course surveys the fundamentals of the financial system and money. Topics include business enterprises, money, investments, banking, loans, business planning and basic computer accounting and financial decision-making.

FIN 162**Introduction to Financial Management**

3 units; 3 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

This class is an introduction to the areas related to the financial management of the business firm. Topics include money, cash management, basic investment models, creating partnerships, business loan requests, and management techniques.