



A Course of Study for

ACCOUNTING

General accountants examine financial records of municipal, county, state, and federal agencies for compliance with laws. They record transactions, such as receivable, payable, payroll, property into a general ledger. Corporate accountants set up and design Accounting-bookkeeping systems and procedures, risk management programs, tax law and finance methods, record financial transactions, and analyze and evaluate financial records for businesses. Their duties include interpreting financial information and preparing reports for business executives and government regulatory agencies. Advancement includes senior accountant, controller, treasurer, and chief financial officer positions.

For additional career possibilities, visit the Career Services Center on the main campus to utilize computerized career information systems and other valuable career resources.

PROGRAMS OFFERED

- Transfer Preparation
- ACCTG Associate Degree
- General Accountant (*formerly ACCTG*) Certificate of Achievement (22 units)
- Professional Accountant Certificate of Achievement (35 units)
- Computer ACCTG Department Certificate (14 units)
- Related Area of Study: Business

TRANSFER PREPARATION

Students planning to transfer to a four-year college or university should refer to the transfer preparation information under Business.

ACCOUNTING, ASSOCIATE DEGREE

This program is for bookkeepers and Accounting clerks who want to advance to a higher professional level. Business owners can strengthen their businesses with best ethical practices and compliance with current Accounting standards and laws. Accountants may acquire specialized knowledge of Accounting which include the setting up and designing of an effective Accounting system, the interpretation and preparation of financial and tax information, the reporting for business executives, partnerships, nonprofit and governmental agencies.

Program Learning Outcomes: Upon completion of the program, students will effectively comprehend, record, post and summarize financial Accounting information from an original business transaction through the preparation of financial statements and the closing entries at the end of an Accounting cycle. Students will demonstrate the ability to prepare calculations and use financial information for business management and decision making.

Required Core Courses: (16 units)

- ACCTG 1**, Introduction to Financial Accounting (5)
- ACCTG 2**, Corporate Financial and Managerial Accounting (5)
- BUS 1**, Introduction to Business (3)
- BUS 32**, Business Communications (3)

Required Electives: (12 units required, with a minimum of 6 units from List A)

LIST A: Select 6 to 12 units

- ACCTG 9**, Accounting Ethics (3)
- or*
- BUS 62**, Human Relations and Ethical Issues in Business (3)
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- ACCTG 31A**, Excel for Accounting (3)
- or*
- ACCTG 31B**, Advanced Excel for Accounting (3)
- or*
- CS 30**, Microsoft Excel (3)
- or*
- CIS 35**, QuickBooks (3)
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- ACCTG 15**, Individual Income Taxes (3)
- ACCTG 45**, Individual Financial Planning (3) (*same as BUS 45*)

LIST B: Select a MAXIMUM of 7 units (if less than 12 units are completed from List A)

- ACCTG 6**, Accounting Consolidations (3)
- ACCTG 7**, Advanced Accounting: Special Topics (3)
- ACCTG 10A**, Intermediate Accounting A (3)
- ACCTG 10B**, Intermediate Accounting B (3)
- ACCTG 10C**, Intermediate Accounting C (4)
- ACCTG 11**, Cost Accounting (3)
- ACCTG 12**, Auditing (3)
- ACCTG 16**, Taxation of Corporations, Partnerships, Estates and Trusts (3)
- BUS 5**, Business Law (3)

GENERAL ACCOUNTANT (formerly ACCTG), CERTIFICATE OF ACHIEVEMENT

This program is for bookkeepers and Accounting clerks who want to advance to a higher professional level. Business owners can strengthen their businesses with best practices and compliance with current Accounting standards and laws. Accountants may acquire specialized knowledge of Accounting which include the setting up and designing of an effective Accounting system, and the interpretation and preparation of financial and tax information. Students completing this Certificate of Achievement may wish to pursue the Accounting Associate Degree by satisfying additional requirements.

Program Learning Outcomes: Upon completion of the program, students will effectively comprehend, record, post, and summarize financial Accounting information from an original business transaction through the preparation of financial statements and the closing entries at the end of an Accounting cycle. Students will demonstrate the ability to prepare calculations and use financial information for business management and decision making.

Required Core Courses: (10 units)

ACCTG 1, Introduction to Financial Accounting (5)

ACCTG 2, Corporate Financial and Managerial Accounting (5)

Elective Courses: Select a maximum of 12 units:

ACCTG 1, Introduction to Financial Accounting (5)

ACCTG 2, Corporate Financial and Managerial Accounting (5)

ACCTG 10A, Intermediate Accounting A (3)

ACCTG 10B, Intermediate Accounting B (3)

ACCTG 10C, Intermediate Accounting C (4)

ACCTG 11, Cost Accounting (3)

ACCTG 12, Auditing (3)

ACCTG 15, Individual Income Taxes (3)

ACCTG 16, Taxation of Corporations, Partnerships, Estates and Trusts (3)

ACCTG 31A, EXCEL for Accounting (3)

or

ACCTG 31B, Advanced Excel for Accounting (3)

or

CIS 35, QuickBooks (3) *(formerly same as ACCTG 35)*

ACCTG 45, Individual Financial Planning (3) *(same as BUS 45)*

BUS 5, Business Law (3)

PROFESSIONAL ACCOUNTANT, CERTIFICATE OF ACHIEVEMENT

This program prepares holders of a Bachelor's degree to take the Certified Public Accountant (CPA) Board Exam. *For information on the CPA exam, please see the California Board of Accountancy website (dca.ca.gov/cba/).*

Program Learning Outcomes: Upon completion of the program, students will demonstrate a range of accounting skills and an understanding of accounting concepts that encompass all areas tested on the Certified Public Accounting exam. These areas include GAAP, cost accounting, accounting for income taxes, accounting ethics, professional auditing responsibilities, and analysis of complex and advanced accounting topics.

Required Courses:

- ACCTG 1**, Introduction to Financial Accounting (5)
- ACCTG 2**, Corporate Financial and Managerial Accounting (5)
-
- ACCTG 6**, Accounting Consolidations (3)
- or*
- ACCTG 7**, Advanced Accounting: Special Topics (3)
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- ACCTG 9**, Accounting Ethics (3)
- ACCTG 10A**, Intermediate Accounting A (3)
- ACCTG 10B**, Intermediate Accounting B (3)

- ACCTG 10C**, Intermediate Accounting C (4)
- ACCTG 12**, Auditing (3)
- ACCTG 15**, Individual Income Taxes (3)
- BUS 5**, Business Law (3)

Additional Recommended Courses:

- ACCTG 11**, Cost Accounting (3)
- ACCTG 16**, Taxation of Corporations, Partnerships, Estates and Trusts (3)
- ACCTG 31A**, EXCEL for Accounting (3)
- ACCTG 31B**, Advanced EXCEL for Accounting (3)
- BUS 6**, Advanced Business Law (3) *(formerly same as ACCTG 26)*
- BUS 45**, Individual Financial Planning (3) *(same as ACCTG 45)*
- CIS 4**, Business Information Systems and Applications (3)
- CIS 35**, QuickBooks (3) *(formerly same as ACCTG 35)*

COMPUTER ACCOUNTING, DEPARTMENT CERTIFICATE

Program Learning Outcomes: Upon completion of the program, students will demonstrate basic knowledge of computerized accounting application software, such as word processing, spreadsheet, and basic general ledger applications.

Required Courses:

- ACCTG 1**, Introduction to Financial Accounting (5)
- ACCTG 31A**, EXCEL for Accounting (3)
- CIS 4**, Business Information Systems with Applications (3)
- CIS 35**, QuickBooks (3) *(formerly same as ACCTG 35)*

Students transferring courses to SMC from other institutions may use the following course(s) to meet any unit discrepancy:

- ACCTG 31B**, Advanced EXCEL for Accounting (3)