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Degree: A.A. - Accounting  
 Certificates: Accounting  
 Accounting Clerk  
 Payroll Practitioner  
 Taxation  
 Tax Specialist I  
 Tax Specialist II

## DEGREES AND CERTIFICATES

### Accounting Degree

**Major Code: 011593A01**

This degree focuses on preparation for careers in various accounting professions. The program develops a common foundation in accounting and business, and provides various courses covering both fundamental and specialized accounting topics to meet individual career goals.

#### Student Learning Outcomes

*Upon completion of this program, the student will be able to:*

- evaluate and perform all steps in the financial accounting cycle.
- compile and analyze costs within a company.
- analyze and communicate appropriate information to managers, investors, creditors, and other interested parties utilizing a variety of reports.
- audit financial statements and express appropriate opinions on those statements.
- integrate the principles of business, business law, ethics, and economics into accounting functions.
- apply accounting standards and techniques to one or more specialized areas of accounting.

#### Career Opportunities

This degree is designed for a variety of student objectives. The degree includes courses required for immediate employment in accounting positions. Also, these courses meet the requirements of governmental employers for promotional exams. Students seeking transfer to four-year universities will meet the transfer requirements of financial accounting (ACCT 301) and managerial accounting (ACCT 311). Individuals with existing Bachelors Degrees can also use these courses to meet the requirements to take the exam for Certified Public Accountant.

Requirements for Degree	36 Units
ACCT 103 Intermediate Accounting - Part I.....	4
ACCT 104 Intermediate Accounting - Part II.....	4
ACCT 107 Auditing.....	3
ACCT 111 Cost Accounting .....	3
ACCT 301 Financial Accounting .....	4
ACCT 311 Managerial Accounting .....	4
ACCT 361 Ethics, Fraud, and Legal Issues for Accountants.....	3
BUS 110 Business Economics (3).....	3
or ECON 302 Principles of Macroeconomics (3)	
<b>And a minimum of 8 units from the following:</b> .....	8
ACCT 101 Fundamentals of College Accounting (3)	
ACCT 121 Payroll Accounting (3)	
ACCT 122 Sales and Use Taxes (1)	
ACCT 125 Federal and State Individual Taxation (4)	
ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts (4)	
ACCT 131 Fundamental Payroll Administration (1.5)	
ACCT 132 Intermediate Payroll Administration (1.5)	
ACCT 133 Advanced Payroll Administration (1.5)	

ACCT 134	California Payroll Administration (1.5)
ACCT 153	Governmental Accounting (3)
ACCT 160	Volunteer Income Tax Assistance (2)
ACCT 341	Computerized Accounting (2)
ACCT 343	Computer Spreadsheet Applications for Accounting (2)
or CISA 316	Intermediate Electronic Spreadsheets (2)
PROPTX 310	Introduction to Appraising for Property Tax Purposes (1.5)
PROPTX 311	Appraisal of Machinery & Equipment for Property Tax Purposes (1.5)

**Associate Degree Requirements:** 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 ARC graduation requirements.

### Accounting Certificate

**Major Code: 011593C01**

This certificate provides occupational training and preparation for entry level clerical and technical positions in various accounting careers. The program provides a strong background in fundamental accounting concepts and typical accounting computer applications. In addition, the program provides various specialized accounting topics to meet career individual goals.

#### Student Learning Outcomes

*Upon completion of this program, the student will be able to:*

- evaluate and perform all steps in the financial accounting cycle.
- compile and analyze costs within a company.
- analyze and communicate appropriate information to managers, investors, creditors, and other interested parties utilizing a variety of reports.
- audit financial statements and express appropriate opinions on those statements.
- integrate the principles of business law and ethics into accounting functions
- apply accounting standards and techniques to one or more specialized areas of accounting.

#### Career Opportunities

This certificate includes courses required for immediate employment in accounting positions. Also, these courses meet the requirements of governmental employers for promotional exams. Students seeking transfer to four-year universities will meet the transfer requirements of financial accounting (ACCT 301) and managerial accounting (ACCT 311). Individuals with existing Bachelor's Degrees can also use these courses to meet the requirements to take the Certified Public Accountant exam.

See [losrios.edu/gainful-emp-info/gedt.php?major=011593C01](http://losrios.edu/gainful-emp-info/gedt.php?major=011593C01) for Gainful Employment Disclosure.

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**(Accounting Certificate continued)**

Requirements for Certificate	36 Units
ACCT 103	Intermediate Accounting - Part I.....4
ACCT 104	Intermediate Accounting - Part II.....4
ACCT 107	Auditing.....3
ACCT 111	Cost Accounting .....3
ACCT 301	Financial Accounting .....4
ACCT 311	Managerial Accounting .....4
ACCT 361	Ethics, Fraud, and Legal Issues for Accountants.....3
BUS 110	Business Economics (3).....3
or ECON 302	Principles of Macroeconomics (3)
<b>And a minimum of 8 units from the following:</b> .....8	
ACCT 101	Fundamentals of College Accounting (3)
ACCT 121	Payroll Accounting (3)
ACCT 122	Sales and Use Taxes (1)
ACCT 125	Federal and State Individual Taxation (4)
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts (4)
ACCT 131	Fundamental Payroll Administration (1.5)
ACCT 132	Intermediate Payroll Administration (1.5)
ACCT 133	Advanced Payroll Administration (1.5)
ACCT 134	California Payroll Administration (1.5)
ACCT 153	Governmental Accounting (3)
ACCT 160	Volunteer Income Tax Assistance (2)
ACCT 341	Computerized Accounting (2)
ACCT 343	Computer Spreadsheet Applications for Accounting (2)
or CISA 316	Intermediate Electronic Spreadsheets (2)
PROPTX 310	Introduction to Appraising for Property Tax Purposes (1.5)
PROPTX 311	Appraisal of Machinery & Equipment for Property Tax Purposes (1.5)

**Accounting Clerk Certificate**  
Major Code: 011419C0

This certificate provides fundamental occupational training and preparation for entry level accounting clerk positions. The program includes basic accounting and specialized courses designed for the accounting workplace, including small business accounting, technology, and basic business principles.

**Student Learning Outcomes**

*Upon completion of this program, the student will be able to:*

- analyze and record accounting transactions
- prepare appropriate management reports
- process payroll and complete all appropriate reports
- maintain small business records using accounting computer programs
- incorporate basic business and communications skills into the accounting workplace

See [losrios.edu/gainful-emp-info/gedt.php?major=011419C01](http://losrios.edu/gainful-emp-info/gedt.php?major=011419C01) for Gainful Employment Disclosure.

Requirements for Certificate	18 Units
ACCT 101	Fundamentals of College Accounting.....3
ACCT 121	Payroll Accounting (3).....3
or [ ACCT 131	Fundamental Payroll Administration (1.5)
and ACCT 132	Intermediate Payroll Administration (1.5) ]
ACCT 341	Computerized Accounting .....2
BUS 105	Business Mathematics .....3
BUS 310	Business Communications.....3
CISA 315	Introduction to Electronic Spreadsheets.....2
<b>A minimum of 2 units from the following:</b> .....2	
ACCT 133	Advanced Payroll Administration (1.5)
ACCT 134	California Payroll Administration (1.5)
ACCT 343	Computer Spreadsheet Applications for Accounting (2)
or CISA 316	Intermediate Electronic Spreadsheets (2)
ACCT 498	Work Experience in Accounting (1 - 4)
BUSTEC 310	Introduction to Word/Information Processing (3)
CISA 305	Beginning Word Processing (2)

**Payroll Practitioner Certificate**  
Major Code: 011422C01

This certificate meets the modern needs of employers for employees with specialized skills needed in a payroll department. It is designed to prepare students to pass the exams to become certified as either a Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC), both of which are administered and awarded by the American Payroll Association. Additional coursework in the certificate provides students with appropriate skills in accounting, accounting technologies, business, communication skills, and workplace behavior.

**Student Learning Outcomes**

*Upon completion of this program, the student will be able to:*

- apply the complex knowledge of laws affecting payroll.
- calculate gross pay, employee taxes, other withholdings, net pay, and employer taxes.
- prepare all payroll tax returns.
- utilize appropriate technologies used in payroll, including small business accounting software and spreadsheets.
- understand the business environment and effectively function within it.
- communicate effectively in the business environment.

**Career Opportunities**

This certificate leads to careers as a payroll clerk, supervisor, and manager. It also enhances careers in human resources, accounting, budget, and finance departments. All employers need staff who can process payroll, either within the organization or by working with payroll processing companies. Additional opportunities may be found in companies that provide payroll services. Students who transfer to 4-year universities will be employed in professional accounting positions which work collaboratively with a payroll department.

Requirements for Certificate	16 - 17 Units
ACCT 101	Fundamentals of College Accounting (3) ..... 3 - 4
or ACCT 301	Financial Accounting (4)
ACCT 131	Fundamental Payroll Administration .....1.5
ACCT 132	Intermediate Payroll Administration .....1.5
ACCT 133	Advanced Payroll Administration .....1.5
ACCT 134	California Payroll Administration .....1.5
ACCT 341	Computerized Accounting.....2
ACCT 343	Computer Spreadsheet Applications for Accounting (2).....2
or CISA 316	Intermediate Electronic Spreadsheets (2)
BUS 310	Business Communications (3) .....3
or BUS 312	Workplace Behavior and Ethics (3)

**Taxation Certificate**  
Major Code: 011495C01

This certificate provides occupational training and education in the areas of individual and business income tax preparation and consulting. Courses in this program provide a background in personal, corporate, partnership, and estate taxes, as well as work experience in the field of taxation. Practical experience is obtained through required participation in the Volunteer Income Tax Assistance (VITA) program or other work experience in tax return preparation.

**Student Learning Outcomes**

*Upon completion of this program, the student will be able to:*

- assemble federal and California individual income tax returns.
- prepare federal and California corporate and partnership income tax returns.
- prepare federal estate, gift, and trust tax returns.
- research federal and state tax issues.
- advise and assist clients with federal and state income tax returns and tax planning.

**Requirements for Certificate 14 Units**

ACCT 125	Federal and State Individual Taxation .....	4
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts .....	4
ACCT 301	Financial Accounting .....	4
<b>A minimum of 2 unit from the following:</b> .....		<b>2<sup>1</sup></b>
ACCT 160	Volunteer Income Tax Assistance (2)	
ACCT 498	Work Experience in Accounting (1-4)	
BUS 498	Work Experience in Business (1-4)	
WEXP 498	Work Experience in (Subject) (1-4)	

<sup>1</sup>Two hours of work experience (ACCT 498, BUS 498, or WEXP 498) must be in taxation.

**Tax Specialist I Certificate Major Code: 011497C01**

This certificate provides occupational training and education in small business accounting, computerized accounting and spreadsheet applications used in small business accounting, and basic federal payroll tax administration. It also includes federal and California individual income tax law, regulations, and tax return preparation.

**Requirements for Certificate 13.5 - 17.5 Units**

ACCT 101	Fundamentals of College Accounting (3) .....	3 - 4
or ACCT 301	Financial Accounting (4)	
ACCT 125	Federal and State Individual Taxation.....	4
ACCT 131	Fundamental Payroll Administration .....	1.5
ACCT 160	Volunteer Income Tax Assistance (2).....	1 - 4 <sup>1</sup>
or WEXP 498	Work Experience in (Subject) (1 -4)	
ACCT 341	Computerized Accounting .....	2
CISA 315	Introduction to Electronic Spreadsheets.....	2

<sup>1</sup>Two units of work experience (WEXP 498) must be in taxation.

**Student Learning Outcomes**

*Upon completion of this program, the student will be able to:*

- compile and maintain accounting records for a small business through the use of accounting software.
- construct computerized spreadsheets to accumulate, summarize, and analyze accounting and tax information.
- build payroll information from small business accounting records and file federal payroll tax returns.
- generate an income statement, statement of owner's equity, and balance sheet for a small business.
- prepare federal and California income tax returns.
- assist taxpayers in preparing and electronically filing federal and California income tax returns.
- apply professional ethical behavior in accounting, taxation, and business.

**Career Opportunities**

Accounting firms need employees who can assist in the preparation of accounting information for businesses and individuals for accurate and complete federal and California income and payroll tax returns. Employment outlook for the 2010-2020 period shows that the number of job openings for bookkeeping, accounting, and accounting clerk positions are in the top 25 of all occupations.

**Requirements for Certificate 13.5 - 17.5 Units**

ACCT 101	Fundamentals of College Accounting (3) .....	3 - 4
or ACCT 301	Financial Accounting (4)	
ACCT 125	Federal and State Individual Taxation.....	4
ACCT 131	Fundamental Payroll Administration .....	1.5
ACCT 160	Volunteer Income Tax Assistance (2).....	1 - 4 <sup>1</sup>
or WEXP 498	Work Experience in (Subject) (1-4)	
ACCT 341	Computerized Accounting.....	2
CISA 315	Introduction to Electronic Spreadsheets.....	2

<sup>1</sup>Two hours of work experience (WEXP 498) must be in taxation.

**Tax Specialist II Certificate**

**Major Code: 011497C02**

This certificate is intended for students who have completed the Tax Specialist I Certificate and need to obtain a higher level of competency in the field. It builds on the knowledge, skills, and abilities of the Tax Specialist I certificate by adding courses in corporate financial accounting, taxation of partnerships, corporations, estates, and trusts, payroll accounting, property taxation in California, and assisting individual taxpayers in the preparation of more complex federal and California income tax returns, as well as reviewing the income tax returns completed by other tax preparers.

**Requirements for Certificate 13 - 16 Units**

ACCT 122	Sales and Use Taxes.....	1
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts .....	4
ACCT 134	California Payroll Administration .....	1.5
ACCT 161	Volunteer Income Tax Assistance II (2).....	1 - 4 <sup>1</sup>
or WEXP 498	Work Experience in (Subject) (1 -4)	
ACCT 301	Financial Accounting.....	4
PROPTX 311	Appraisal of Machinery & Equipment for Property Tax Purposes.....	1.5

<sup>1</sup>Two units of work experience (WEXP 498) must be in taxation in addition to the taxation work experience completed in the Tax Specialist I Certificate.

**Student Learning Outcomes**

*Upon completion of this program, the student will be able to:*

- collect employee earnings information needed to file federal and California payroll tax returns.
- explain the requirements on businesses for reporting personal property assets and assist in their valuation for taxing entities.
- build accounting income, expense, and ownership information needed to prepare entity income tax returns.
- explain income tax requirements of entities including partnerships, corporations, estates, and trusts.
- assist individual income tax payers in preparing and filing more complex tax returns, including self-employment income, retirement income, itemized deductions, foreign tax credits and other credits.
- review the tax returns completed by other preparers.

**Career Opportunities**

Accounting firms and businesses require employees who can assist in or prepare entity (business, non-profit, estate, and trust) and individual income tax returns, payroll, and personal property tax returns.

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*(Tax Specialist II Certificate continued)*

Requirements for Certificate		13 - 16 Units
ACCT 122	Sales and Use Taxes.....	1
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts .....	4
ACCT 134	California Payroll Administration .....	1.5
ACCT 161 or WEXP 498	Volunteer Income Tax Assistance II (2) ..... Work Experience in (Subject) (1 -4)	1 - 4 <sup>1</sup>
ACCT 301	Financial Accounting.....	4
PROPTX 311	Appraisal of Machinery & Equipment for Property Tax Purposes.....	1.5

<sup>1</sup>Two hours of work experience (WEXP 498) must be in taxation in addition to the taxation work experience completed in the Tax Specialist I Certificate.

## Accounting

### ACCT 101 Fundamentals of College Accounting **3 Units**

Advisory: BUS 105, MATH 100, MATH 104, or MATH 132; AND eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300, OR ESLR 340 AND ESLW 340.

Hours: 54 hours LEC

This introductory course in small business accounting covers the accounting cycle for service and merchandising businesses. Topics include the general journal, the general and subsidiary ledgers, and adjusting, correcting, and closing journal entries. Income statements, statements of owner equity, balance sheets for service and merchandising businesses are prepared and analyzed. Additional topics include cash management and bank reconciliations, accounting for sales and purchase discounts, sales taxes, merchandise inventory, and payroll.

### ACCT 103 Intermediate Accounting - Part I **4 Units**

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

Hours: 72 hours LEC

This course continues the study and application of accounting principles and techniques used in preparing and reporting the financial results of business corporations. Areas of study include cash and receivables, inventory, long-term assets, and analysis of time value of money.

### ACCT 104 Intermediate Accounting - Part II **4 Units**

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

Advisory: ACCT 103

Hours: 72 hours LEC

This course continues the study and application of accounting principles and techniques used in preparing and reporting the financial results of business corporations. Areas of study include liabilities and contingencies, stockholders' equity and earnings per share, investments, revenue recognition, income taxes, pensions, leases, accounting changes and error analysis, and cash flows.

### ACCT 107 Auditing **3 Units**

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

Advisory: ACCT 103; ACCT 104; BUS 105 or MATH 100, 104 or 132; AND eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300, OR ESLR 340 AND ESLW 340.

Hours: 54 hours LEC

This course on auditing practice and theory emphasizes attestation audits of financial statements and the accompanying footnotes. Topics include Generally Accepted Auditing Standards (GAAS), ethics, legal issues, audit planning and methodology, internal control analysis, sampling, and auditors' reports. Additional topics include specific auditing objectives and tests of assets, liabilities, equity, revenues, and expenses.

### ACCT 111 Cost Accounting **3 Units**

*Prerequisite: ACCT 311 with a grade of "C" or better*

Hours: 54 hours LEC

This course covers advanced managerial accounting. Topics include recording, classifying, reporting, and analyzing costs as well as examining different costing systems. The course focuses on understanding costs, appropriate accounting for them, and using them to analyze, plan, operate, and evaluate manufacturing, merchandising, and service businesses. It utilizes the industry-standard software, Excel, to do so.

### ACCT 121 Payroll Accounting **3 Units**

*Prerequisite: ACCT 101 or 301 with a grade of "C" or better*

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 122 Sales and Use Taxes **1 Unit**

Hours: 18 hours LEC

This course covers the requirements for businesses to collect, report, and submit sales and use taxes in California. It also presents information on the exemption from sales and use tax requirements for non-profit organizations.

### ACCT 125 Federal and State Individual Taxation **4 Units**

Advisory: ACCT 101 or 301; AND eligible for ENGRD 116 AND ENGWR 102; OR ESLR 320 AND ESLW 320.

Hours: 72 hours LEC

This course covers basic Federal and State Income Tax regulations with an emphasis on the skills necessary for the preparation of individual income tax returns. Topics include filing requirements, determination of taxable income, allowable deductions, tax computation, tax credits, other taxes, payment methods, and audit procedures. The course is a California Tax Education Council (CTEC) qualifying education course, and is offered to members of the community to enable them to become a California Registered Tax Return Preparer (CRTP).

### ACCT 127 Volunteer Income Tax Assistance (VITA) **2 Units**

*Prerequisite: ACCT 124 or 125 with a grade of "C" or better*

Hours: 24 hours LEC; 36 hours LAB

This course prepares students to qualify as tax preparers and conduct and manage a Volunteer Income Tax Assistance (VITA) program recognized by the Internal Revenue Service (IRS). Students assist taxpayer-clients in the preparation and electronic filing of both federal and California income tax returns.

### ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts **4 Units**

*Prerequisite: ACCT 125 and 301 with grades of "C" or better*

Hours: 72 hours LEC

This course provides a continuing study of federal income tax compliance with an emphasis on the taxation of business entities including corporations, partnerships, limited liability companies, S-corporations, estates, and trusts. Topics include tax and non-tax characteristics of business entities, income tax filing requirements, differences in book and taxable income, selection of accounting methods and periods, tax computation, and available credits.



**ACCT 131 Fundamental Payroll Administration 1.5 Units**

Advisory: ACCT 101; BUS 105 or MATH 100, 104 or 132; AND eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340  
Hours: 27 hours LEC

This course covers the core activities that pertain to payroll processing under the Fair Labor Standards Act (FLSA) and Federal tax law. Topics include exempt and non-exempt employee classifications, overtime pay requirements, Federal Income Tax withholding calculations, box-by-box instructions for Federal Form W-2, and accounting related payroll transactions.

**ACCT 132 Intermediate Payroll Administration 1.5 Units**

*Prerequisite: ACCT 131 with a grade of "C" or better*  
Advisory: ACCT 101; ENGWR 102 and ENGRD 116 OR ESLR 320 and ESLW 320; ESLL 320; MATH 100, 104 or 132 or BUS 105  
Hours: 27 hours LEC

This course covers the intermediate payroll skills and expands knowledge and application skills in the areas of Federal law and regulatory compliance. Topics include the employer-employee relationship, taxable and nontaxable compensation, recordkeeping and record retention, paying the employee, involuntary deductions and depositing and reporting withheld taxes.

**ACCT 133 Advanced Payroll Administration 1.5 Units**

*Prerequisite: ACCT 121 or 132 with a grade of "C" or better*  
Advisory: MATH 100 or BUS 105; AND eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340  
Hours: 27 hours LEC

This course addresses the application skills and knowledge necessary for advanced-level work in the payroll field. Topics include enforcement and penalties for employers; health, welfare, and retirement benefits; unemployment insurance; Sarbanes-Oxley compliance; accounting financial statements; payroll systems and technology; managing a payroll department; and payroll for U.S. employees abroad and aliens in the U.S.

**ACCT 134 California Payroll Administration 1.5 Units**

*Prerequisite: ACCT 121 or 131 with a grade of "C" or better*  
Advisory: MATH 100 or BUS 105; AND eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340  
Hours: 27 hours LEC

This course addresses the complex knowledge necessary for processing payroll for employees in the state of California based on the state's strict wage and hour requirements. Topics include Department of Industrial Relations enforcement guidelines, calculating overtime based on state wage and hour laws, garnishment guidelines, state disability, state income tax withholding, state unemployment, and alternative work weeks.

**ACCT 153 Governmental Accounting 3 Units**

*Prerequisite: ACCT 301 with a grade of "C" or better*  
Advisory: ENGWR 102 and ENGRD 116, OR ESLR 320 and ESLW 320; ESLL 320; MATH 100, 104 132 or BUS 105  
Hours: 54 hours LEC

This course covers accounting and financial reporting for governmental units and institutions with emphasis on the accounting standards prescribed by the Governmental Accounting Standards Board (GASB). Additional topics include governmental budgeting and budgetary controls.

**ACCT 160 Volunteer Income Tax Assistance 2 Units**

*Prerequisite: ACCT 125 with a grade of "C" or better*  
Hours: 24 hours LEC; 36 hours LAB

This course prepares students to qualify as basic level tax preparers and assist taxpayer-clients in the preparation and filing of both federal and California income tax returns. The course meets Internal Revenue Service requirements and is recognized as a Volunteer Income Tax Assistance (VITA) program. This course is not open to students who have completed ACCT 127.

**ACCT 161 Volunteer Income Tax Assistance II 2 Units**

*Prerequisite: ACCT 160 with a grade of "C" or better*  
Hours: 24 hours LEC; 36 hours LAB

This course provides students an opportunity to prepare higher-level tax returns including returns with itemized deductions, and self employment income, review and approve the returns prepared by other students, and to manage a Volunteer Income Tax Assistance (VITA) program recognized by the Internal Revenue Service (IRS).

**ACCT 295 Independent Studies in Accounting 1-3 Units**

*Prerequisite: None*  
Hours: 54-162 hours LAB

Independent Study is an opportunity for the student to extend classroom experience in this subject, while working independently of a formal classroom situation. Independent study is an extension of work offered in a specific class in the college catalog. To be eligible for independent study, students must have completed the basic regular catalog course at American River College. They must also discuss the study with a professor in this subject and secure approval. Only one independent study for each catalog course will be allowed.

**ACCT 301 Financial Accounting 4 Units**

Advisory: ACCT 101; AND BUS 105 or MATH 100, 104, or 132; AND eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300, OR ESLR 340 AND ESLW 340.  
*Course Transferable to UC/CSU*  
Hours: 72 hours LEC

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. It includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. (C-ID ACCT 110)

**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 covers how managers use accounting information in decision-making, planning, directing operations, and controlling. It focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Topics include issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. (C-ID ACCT 120)

**ACCT 341 Computerized Accounting 2 Units**

*Prerequisite:* ACCT 101 or 301 with a grade of "C" or better

Advisory: CISC 100 or 300

*Course Transferable to CSU*

Hours: 27 hours LEC; 27 hours LAB

This course emphasizes the major areas of a computerized accounting system: general ledger, accounts receivable and revenues, accounts payable and expenses and purchases, fixed assets and depreciation, cash receipts and cash disbursements, bank reconciliations, job order costing, adjusting and closing entries, and financial statements. This course provides practical experience in the use of master files, transactions, and reports. Individual sections of this course use software designed for small businesses such as QuickBooks, Sage 50, or other industry standard software accounting systems.

**ACCT 343 Computer Spreadsheet Applications for Accounting 2 Units**

*Corequisite:* ACCT 301

Advisory: CISA 315; ENGWR 102 and ENGRD 116 OR ESLR 320 and ESLW 320; ESLL 320; MATH 100, 104, 132 or BUS 105

*Course Transferable to CSU*

Hours: 27 hours LEC; 27 hours LAB

This course combines the study of accounting and computer spreadsheets. Projects include topics in financial accounting, managerial accounting, and financial analysis. The course focuses on accuracy, clarity, creativity, adaptability, and presentation skills.

**ACCT 361 Ethics, Fraud, and Legal Issues for Accountants 3 Units**

Advisory: ACCT 107 and 301

*Course Transferable to CSU*

Hours: 54 hours LEC

This course explores ethics, fraud, and legal issues that must be addressed by accountants, including exploration through case studies. Topics in ethics include ethical foundations as well as the unique ethical requirements of professional organizations and the California Board of Accountancy. The course also examines the legal liability of accountants. A variety of case studies are evaluated to gain perspective into ethical lapses, fraud, and legal liability.

**ACCT 495 Independent Studies in Accounting 1-3 Units**

*Prerequisite:* None

*Course Transferable to CSU*

Hours: 54-162 hours LAB

Independent Study is an opportunity for the student to extend classroom experience in this subject, while working independently of a formal classroom situation. Independent study is an extension of work offered in a specific class in the college catalog. To be eligible for independent study, students must have completed the basic regular catalog course at American River College. They must also discuss the study with a professor in this subject and secure approval. Only one independent study for each catalog course will be allowed.

**ACCT 498 Work Experience in Accounting 1-4 Units**

Advisory: Eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300; OR ESLR 340 AND ESLW 340.

*Enrollment Limitation:* Students must be in a paid or unpaid internship, volunteer position, or job related to accounting with a cooperating site supervisor. Students are advised to consult with the Accounting Department faculty to review specific certificate and degree work experience requirements.

*General Education:* AA/AS Area III(b)

*Course Transferable to CSU*

Hours: 60-300 hours LAB

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within the field of accounting. It is designed for students interested in work experience and/or internships in transfer-level degree occupational programs. Course content includes understanding the application of education to the workforce, completion of Title 5 required forms which document the student's progress and hours spent at the work site, and developing workplace skills and competencies. During the semester, the student is required to attend a weekly 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. First-time participants are required to attend a weekly orientation and a final meeting. Returning participants are required to attend the first class meeting, a mid-semester meeting, and a final meeting and may meet individually with the instructor as needed to complete a work site observation and all program forms, receive updates, and assignments. Students may take up to 16 units total across all Work Experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one Work Experience course may be taken per semester.

**Property Tax****PROPTX 310 Introduction to Appraising for Property Tax Purposes 1.5 Units**

Advisory: MATH 100, 104, or 132; AND eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300, OR ESLR 340 AND ESLW 340.

*Course Transferable to CSU*

Hours: 30 hours LEC

This course introduces the basic principles of property tax appraisal. It covers the economic aspects and legal definitions of market value, California Property Tax Laws and Regulations, the appraisal process, and methods of valuation. It is designed to meet the California Board of Equalization training requirements for county property tax appraisers.

**PROPTX 311 Appraisal of Machinery & Equipment for Property Tax Purposes 1.5 Units**

Advisory: PROPTX 110; AND MATH 100, 104, or 132; AND eligible for ENGRD 310 or ENGRD 312 AND ENGWR 300, OR ESLR 340 AND ESLW 340.

*Course Transferable to CSU*

Hours: 32 hours LEC

This course covers the principles of property tax appraisal for tax assessment of personal property and fixtures. Topics include the economic aspects and legal definitions of market value, California Property Tax Laws and Regulations, the appraisal process, and methods of valuation. It is designed to meet the California Board of Equalization training requirements for county property tax auditor-appraisers and appraisers.