
Specialized Associate Degree – Accounting

Objective: This program is designed to prepare the graduate for a position as a full-charge bookkeeper or junior-level accountant and to expand a student's potential for assumption of supervisory or management responsibilities within a company. Cost, financial, and tax accounting are the foundation of this program. The general education classes emphasize critical thinking, human relations, and decision-making skills required of well-qualified accounting personnel. In addition, the program has a strong emphasis on computerized spreadsheets, word processing, and computerized accounting. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for the four-part national Certified Bookkeeper examination through The National Association for Bookkeepers, as well as the Microsoft Certified Application Specialist (MCAS) Certificate in Excel.

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Accounting program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the financial reporting requirements.
2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).
3. The ability to assist or prepare budgets and provide management advisory services on assessing costs and how they can be controlled.
4. The understanding of the Income Tax rules and regulations as they pertain to individuals and businesses and the ability to assist in preparing tax returns and assisting in the tax planning as it relates to planning future transactions.
5. A solid theoretical grasp of Generally Accepted Accounting Principles, which will assist the student/graduate in dealing with future unfamiliar accounting situations.
6. Enhanced proficiency with the QuickBooks, Peachtree, and Great Plains accounting software programs.
7. An understanding of the importance in the workplace of various forms of communications and other human relations skills.

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

Empire College
3035 Cleveland Avenue
Santa Rosa, CA 95403
707-546-4000
www.empcol.edu



