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## Accounting with Computer Applications

**Objective:** This program is designed to prepare the graduate for an entry-level account clerk or bookkeeping position or as a full-charge bookkeeper. Accounting systems, cycles, theories, and concepts are studied with a strong emphasis on computerized spreadsheets, word processing, and computerized accounting to meet the demands of the employer. Emphasis on marketable skills is consistent with the mission of the College.

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.

Note: All units in this program are transferable to the Specialized Associate Degree – Accounting program.

**Expected Educational Outcomes:** Upon completing the Accounting with Computer Applications 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.

**Diploma** awarded upon successful completion of all graduation requirements.

**Empire College**  
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**Empire College**  
Business – Law – Technology – Medical

# Accounting with Computer Applications

## Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
AC160A	Fundamentals of Accounting IA	25	2.5		CM166A	Beginning Excel	25	1.0	
AC160B	Fund. of Accounting IB	25	2.5		CM166B	Intermediate Excel	25	1.0	
AC160C	Fund. of Accounting IC	25	2.5		CM166C	Advanced Excel	25	1.0	
AC160D	Fund. of Accounting ID	25	2.5		CM185A	QuickBooks Pro I	25	1.0	
AC16LA	Fundamentals of Accounting IA Lab	25	1.0		CM185B	QuickBooks Pro II	25	1.0	
AC16LB	Fund. of Accounting IB Lab	25	1.0		CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	
AC16LC	Fund. of Accounting IC Lab	25	1.0		CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	
AC16LD	Fund. of Accounting ID Lab	25	1.0		CM240A	Peachtree I	25	1.0	
AC170A	Fundamentals of Accounting IIA	25	2.5		CM240B	Peachtree II	25	1.0	
AC170B	Fund. of Accounting IIB	25	2.5		CM250A	Great Plains I	25	1.0	
AC170C	Fund. of Accounting IIC	25	2.5		CM250B	Great Plains II	25	1.0	
AC170D	Fund. of Accounting IID	25	2.5		EN100A	Business English IA - Grammar	25	2.5	
AC17LA	Fundamentals of Accounting IIA Lab	25	1.0		EN100B	Business English IB - Grammar	25	2.5	
AC17LB	Fund. of Accounting IIB Lab	25	1.0		EN200A	Business English IIA - Punctuation	25	2.5	
AC17LC	Fund. of Accounting IIC Lab	25	1.0		EN200B	Business English IIB - Punctuation	25	2.5	
AC17LD	Fund. of Accounting IID Lab	25	1.0		EN300A	Business Correspondence I	25	1.0	
AC180A	Payroll Accounting	25	1.0		EN300B	Business Correspondence II	25	1.0	
AC185	Professional Certification Preparation	25	1.0		GB101	Career Transitions	25	2.5	
AC190A	Federal Income Tax I	25	2.5			Total:	1250	84.5	
AC190B	Federal Income Tax II	25	2.5			Total Weeks/Quarters			
AC190C	Federal Income Tax III	25	2.5			Daytime:	50/5		
AC190D	Federal Income Tax IV	25	2.5			Evening:	75/5		
AC280A	Managerial Accounting I	25	2.5						
AC280B	Managerial Accounting II	25	2.5						
AC280C	Managerial Accounting III	25	2.5						
BM141	Math Review	25	1.0						
BM142	Business Math	25	2.5						
BM143	Financial Math	25	2.5						
BM195A	10-Key Keypad	25	1.0						
CM050A	Introduction to the Internet	25	1.0						
CM100	Computer Literacy	25	2.5						
CM127B	Introduction to Microsoft Word I	25	1.0						

**Keyboarding Speed Requirement:** 35 NWPM