
Accounting Essentials

Objective: This is a short-term, entry-level program designed to prepare graduates for employment as accounting or bookkeeping assistants, office bookkeepers, payroll clerks, AR/AP clerks, or data entry clerks. The graduate has a variety of accounting, computer, and general office skills to meet the needs of employers. Employable skills, vocationally directed, are in keeping with the mission of the College.

The student is prepared for the NBA (National Bookkeepers Association) certifications in bookkeeping and payroll, as well as the IRS VITA (Volunteer Income Tax Assistance) certification in income tax preparation.

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

Expected Educational Outcomes: Upon completing the Accounting Essentials program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the year-end 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).

Diploma awarded upon successful completion of all graduation requirements.

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

Empire College
Business – Law – Technology – Medical

Accounting Essentials

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	CMN185A	QuickBooks Pro I	24	1.0
ACN160B	Fund. of Accounting IB	24	2.0	CMN185B	QuickBooks Pro II	24	1.0
ACN160C	Fund. of Accounting IC	24	2.0	CMN192A	Office: An Overview of Word & Excel	24	1.0
ACN160D	Fund. of Accounting ID	24	2.0	CMN192B	Office: An Overview of Access and PowerPoint	24	1.0
ACN161A	Fundamentals of Accounting IA Lab	24	1.0	CMN240A	Sage 50 I	24	1.0
ACN161B	Fund. of Accounting IB Lab	24	1.0	CMN240B	Sage 50 II	24	1.0
ACN161C	Fund. of Accounting IC Lab	24	1.0	ENN100A	Business English IA - Grammar	24	2.0
ACN161D	Fund. of Accounting ID Lab	24	1.0	ENN100B	Business English IB - Grammar	24	2.0
ACN170A	Fund. of Accounting IIA	24	2.0	ENN200A	Business English IIA - Punctuation	24	2.0
ACN170B	Fund. of Accounting IIB	24	2.0	ENN200B	Business English IIB - Punctuation	24	2.0
ACN180A	Payroll Accounting	24	2.0	ENN300A	Business Correspondence I	24	1.0
ACN180B	Payroll Certification Preparation	24	1.0	GBN050	Information Literacy	24	2.0
ACN185	Professional Certification Preparation	24	1.0	GBN101	Career Transitions	24	2.0
ACN190A	Federal Income Tax I	24	2.0	GBN200A	Human Relations I	24	2.0
ACN190B	Federal Income Tax II	24	2.0	PHN101	Ethics in Technology and Society	24	2.0
ACN190C	Federal Income Tax III	24	2.0		Total:	960	60.0
ACN190D	Federal Income Tax IV	24	1.0		Total Weeks/Quarters:	48/4	
BMN142	Business Math	24	2.0				
BMN143	Financial Math	24	2.0				
BMN195A	10-Key Keypad	24	1.0				
CMN100	Computer Literacy	24	1.0				
CMN127B	Introduction to Word I	24	1.0				
CMN166A	Beginning Excel	24	1.0				
CMN166B	Intermediate Excel	24	1.0				
CMN166C	Advanced Excel	24	1.0				

Keyboarding Speed Graduation Requirement:
40 NWPM