

ACCOUNTING (ACC)

ACC 001A FINANCIAL ACCOUNTING 4.0 UNITS

Total Lecture: 72 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: University of California, California State University

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. Included are issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. This course is approved for credit by exam. Grade only. C-ID # ACCT 110.

ACC 001B MANAGERIAL ACCOUNTING 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: ACC 001A

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: University of California, California State University

This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. The focus is on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Included are issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. Grade only. C-ID # ACCT 120.

ACC 023 SMALL BUSINESS ACCOUNTING 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University

This course is designed as a non-theoretical, practical approach to accounting with special emphasis on accounting for the smaller business establishments including the basic bookkeeping cycle, petty cash, bank reconciliations, and payroll accounting. Pass/No Pass Option.

ACC 033 FORECASTING FINANCIAL STATEMENTS USING EXCEL 1.5 UNITS

Total Lecture: 27 hours

Prerequisite: ACC 001A

Acceptable for credit: California State University

In this course students learn how Excel is a useful tool in analyzing and reporting accounting information. Students learn basic and intermediate Excel functions as they prepare key financial statements, account reconciliations, and analyze records such as inventory, long-term assets, and sales. Excel topics start with basic tools including copying, pasting, printing, modifying cells, and formatting, then progress to formulas, functions, worksheet management, pivot tables, and conditional formatting. Pass/No Pass Option.

ACC 034 BUSINESS FINANCIAL PLANNING USING EXCEL 1.5 UNITS

Total Lecture: 27 hours

Prerequisite: ACC 001A

Acceptable for credit: California State University

This course covers financial planning and analysis models used in accounting and business, while teaching intermediate and advanced Excel commands. Students build Excel spreadsheet models for loan amortization, depreciation, break even analysis, operating and capital budgeting, and financial statements analysis. Key Excel skills covered include working with tables, structured references, a sample of logical and financial functions, macros, charts, and data analysis tools such as Goal Seek. Pass/No Pass Option.

ACC 040 INTRODUCTION TO PERSONAL FINANCIAL PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets are introduced, and students prepare their own personal budgets and statements of net worth. The time value of money and its importance in the financial planning process is stressed. Pass/No Pass Option.

ACC 041 INSURANCE PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course introduces fundamental insurance concepts, then uses these concepts to determine insurance needs. Life, health, disability, property and liability insurance are studied. Students prepare their own personal insurance plans. Pass/No Pass Option.

ACC 042 INVESTMENT PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. Pass/No Pass Option.

ACC 043 TAX PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students calculate their own federal income tax liability, then use at least one method to plan a reduction in taxes for next year. Pass/No Pass Option.

ACC 044 RETIREMENT PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. Pass/No Pass Option.

ACC 045 ESTATE PLANNING 1.0 UNIT

Total Lecture: 18 hours

Advisory: MAT 903 or High School Algebra I

Acceptable for credit: California State University

This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, are also discussed. Pass/No Pass Option.

ACC 046 PERSONAL FINANCE 3.0 UNITS*Total Lecture: 54 hours**Prerequisite: MAT 903 or High School Algebra I**Acceptable for credit: University of California (Pending), California State University*

Fundamentals of personal finance including financial planning, money management, income and asset protection, and investments. Course material covered includes calculations and problem solving related to budgeting, managing income taxes, building and maintaining good credit, large personal assets purchases, managing property and liability risk, investment fundamentals, and retirement and estate planning. Students prepare their own personal budgets and statements of net worth. The time value of money and its importance in the financial planning process is stressed. *Pass/No Pass Option.*

ACC 051A TAXATION OF INDIVIDUALS 4.0 UNITS*Total Lecture: 72 hours**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

This course covers Federal and California income tax laws and preparation as related to individuals and small business entities. Topics include income tax theory, law, and preparation of common tax forms for individuals. *Grade Only.*

ACC 051B TAXATION OF BUSINESS ENTITIES 3.0 UNITS*Total Lecture: 54 hours**Advisory: ACC 051A and (MAT 903 or High School Algebra I)**Acceptable for credit: California State University*

The course, through problems and case studies, develops a basic understanding of the taxation principles applied to partnerships, corporations, estates and trusts with an emphasis on tax research and written communication skills. *Grade only.*

ACC 052 PAYROLL AND BUSINESS TAX ACCOUNTING 3.0 UNITS*Total Lecture: 54 hours**Prerequisite: ACC 001A**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

This course offers a thorough study of payroll preparation, payroll taxes, sales and use taxes, and property taxes. Basic payroll procedures used in business are stressed. Various manual and automated methods of payroll preparation are presented. *Grade only.*

ACC 053A VOLUNTEER INCOME TAX ASSISTANCE (VITA) I 3.0 UNITS*Total Lecture: 54 hours**Advisory: MAT 903 or High School Algebra I**Acceptable for Credit: California State University*

This is the first course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course covers Federal and California tax theories and laws appropriate for the current tax year. Students apply their knowledge by taking the IRS exams for VITA volunteers. Upon successful completion of the IRS VITA Basic and Intermediate exams, the students are able to assist low-income individuals and families with tax return preparation through the VITA program for the current year. *Pass/No Pass Option.*

ACC 053B VOLUNTEER INCOME TAX ASSISTANCE (VITA) II 1.0 UNIT*Total Lecture: 9 hours, Total Lab: 27 hours**Prerequisite: ACC 053A**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

This is the second course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course allows students who have successfully passed ACC 053A to apply their tax knowledge by assisting low-income individuals and families with their tax preparation through the VITA program for the current year. In this course, students learn to research current tax issues, use the TaxWise software to accurately prepare individual federal and state income tax returns within the scope of the VITA program. Students also learn how to work within a cooperative and quality controlled environment and develop their communication skills through taxpayer interviews and explanation of tax return results. *Pass/No Pass Only.*

ACC 053C VOLUNTEER INCOME TAX ASSISTANCE (VITA) III 1.0 UNIT*Total Lecture: 9 hours, Total Lab: 27 hours**Prerequisite: ACC 053B**Advisory: MAT 903 or High School Algebra I**Acceptable for credit: California State University*

This is the third course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course allows students who have successfully passed ACC 053B to work on advanced tax situations and take part in running the tax center for the current year. In this course, students cover advanced tax topics and develop the skills necessary in running a tax center including site organization, quality control procedures, and providing guidance to both taxpayers and tax preparers. *Pass/No Pass Option.*

ACC 057A COST ACCOUNTING 4.0 UNITS*Total Lecture: 72 hours**Advisory: ACC 001B and (MAT 903 or High School Algebra I)**Acceptable for Credit: California State University*

The course provides a thorough presentation of cost accounting terminology and concepts, and develops a basic facility in cost accounting techniques and systems. Emphasis is placed on the use of cost accounting data rather than data accumulation. The course covers job order costing, process costing, standard costing, activity-based costing, budgeting, flexible budgeting, cost volume profit analysis, incremental and relevant costing, product pricing, the balanced scorecard, capital budgeting, and management accounting ethics. *Grade only.*

ACC 058A INTERMEDIATE ACCOUNTING I 4.0 UNITS*Total Lecture: 72 hours**Prerequisite: ACC 001A**Advisory: ACC 058A and (MAT 903 or High School Algebra I)**Acceptable for credit: California State University*

This course provides a comprehensive study of liabilities, formation and changes in stockholders' equity, statement of cash flows, pension plans, leases, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis also is reviewed. *Grade only.*

ACC 058B INTERMEDIATE ACCOUNTING II 4.0 UNITS*Total Lecture: 72 hours**Prerequisite: ACC 001A**Advisory: ACC 058A and (MAT 903 or High School Algebra I)**Acceptable for credit: California State University*

This course provides a comprehensive study of liabilities, revenue recognition, stockholders' equity, earnings per share, statement of cash flows, pension plans, leases, accounting for income taxes, accounting changes and corrections, and disclosure in financial reporting. Current standards and pronouncements are presented. *Grade only.*

ACC 059A FINANCIAL AUDITING 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: ACC 001A

Advisory: ACC 058A and ACC 058B

Acceptable for credit: California State University

The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. *Grade only.*

ACC 060 COMPUTERIZED ACCOUNTING: QUICKBOOKS 3.0 UNITS

Total Lecture: 54 hours

Advisory: ACC 001A

Acceptable for credit: California State University

Students use QuickBooks Desktop accounting software to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. It is recommended that students have either completed, or are concurrently enrolled in, ACC 001A or have practical accounting experience. *Pass/No Pass Option.*

ACC 061 QUICKBOOKS: ONLINE SOFTWARE 3.0 UNITS

Total Lecture: 54 hours

Advisory: ACC 001A

Acceptable for credit: California State University

Students use QuickBooks Online accounting software to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. It is recommended that students have either completed, or are concurrently enrolled in, ACC 001A or have practical accounting experience. *Pass/No Pass Option.*

ACC 066 ACCOUNTING FOR GOVERNMENTAL & NONPROFIT ENTITIES 3.0 UNITS

Total Lecture: 54 hours

Prerequisite: ACC 001A

Advisory: ACC 001B

Acceptable for credit: California State University

Study of the theory and practice of accounting for federal, state, and local governmental entities and nonprofit organizations. Topics include analysis and application of pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. Accounting for Governmental & Nonprofit Entities includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Pass/No Pass Option.*

ACC 067 ADVANCED ACCOUNTING 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: ACC 001A

Advisory: ACC 058A and ACC 058B

Acceptable for credit: California State University

Advanced Accounting is the last in the series of financial accounting courses. Topics covered in this class include: accounting for consolidations, investments in other corporations, foreign currency transactions, and partnerships. Advanced Accounting includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Pass/No Pass Option.*

ACC 070 ETHICS IN ACCOUNTING 3.0 UNITS

Total Lecture: 54 hours

Advisory: ACC 001A

Acceptable for credit: California State University

This course involves the study of ethical problems which arise within the contexts of accounting and corporate management. Topics include major ethical theories and the professional code of conduct for accountants, auditors, and tax preparers. The focus is on ethical issues in corporate case studies such as Enron, Worldcom, Sunbeam, and Madoff. *Pass/No Pass Option.*

ACC 073 ACCOUNTING INFORMATION SYSTEMS 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: ACC 001A

Acceptable for credit: California State University

Using SAP, an enterprise resource system (ERP) adopted by the majority of Fortune 1000 companies, students will gain valuable and practical skills in Accounting Information Systems, common business processes, basic database designs, and systems controls. The skills built will be useful for individuals planning to take additional higher level business, accounting, and/or information systems classes; seeking careers in the accounting / finance department of organizations; or interested in becoming an auditor, analyst, or consultant. *Grade only.*

ACC 075 CLOUD COMPUTING AND ANALYTICS IN ACCOUNTING 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: ACC 001A

Acceptable for credit: California State University

Students will learn cloud accounting and analytics theory through hands-on exercises using SAP Business ByDesign. SAP (Systems, Applications, & Products in Data Processing) is the number one Enterprise Resource Planning (ERP) software vendor in the world. Its ByDesign system is a cloud-based ERP solution for small-to-medium enterprises. Students will also use Excel and Power BI for data analytics and visualization capabilities. This course is useful as preparation for higher level business, accounting, and/or analytics courses, for careers in accounting and finance, or for work as an analyst, data scientist, or consultant. *Grade only.*

ACC 077 BUSINESS PROCESSES AND ENTERPRISE RESOURCE PLANNING SYSTEMS 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: ACC 001A and ACC 073

Advisory: ACC 058A and ACC 058B

Acceptable for credit: California State University

This course examines the relationships and impacts between business processes and enterprise resource planning (ERP) systems to effectively manage major businesses. Students learn the integration concepts, challenges, common practices, and opportunities by doing hands-on configuration cases, using the world's #1 ERP system, SAP. Through various individual and teamwork, students will gain project facilitation exposure, make business decisions, and perform basic analysis utilizing large datasets from the ERP-based business information. This is a key course to take to prepare for the exceptionally marketable SAP Application Associate certification, also known as "TS410 Certified." *Pass/No Pass Option.*