

# Accounting

Accounting offers theoretical and practical courses for students planning to transfer as accounting majors, career and technical courses that lead to certificates of proficiency and achievement, and professional development courses designed to improve workplace skills, including course paths for preparation for profession certification exams such as the IRS Enrolled Agent certification and the Certified Bookkeeper credential. Career options in accounting include positions in the private and public sectors, tax preparation, finance and banking, business ownership, and management.

## Academic and Career Pathway: Business and Technology

### Contact Information

**Chair:** Annie Ngo

**Dean:** Al Taccone

<https://www.miracosta.edu/academics/degree-and-certificate-programs/business-and-technology/accounting/index.html>

**Department:** Business

**Office:** Building OC4800,  
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### Full-Time Faculty

Eric Carstensen

Michael Deschamps

Delores Loedel

## Associate Degrees

### Associate in Arts Degrees

#### Accounting

#### Bookkeeping

Students may earn one of the above-named associate degrees by completing its respective certificate of achievement requirements and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

### Certificates

#### Certificate of Achievement

##### Accounting

Accounting offers theoretical and practical courses for students planning to transfer as accounting majors, career and technical courses that lead to certificates of proficiency and achievement, and professional development courses designed to improve workplace skills. Career options in accounting include positions in the private and public sectors, tax preparation, finance and banking, business ownership, and management.

Students interested in accounting-related careers may choose the Accounting or Bookkeeping certificate program.

Accountants generally work without continuous supervision. They have full responsibility for entries to general journals, posting to general ledgers, year-end adjustments, and financial

statements. An accountant often supervises one or more bookkeepers and is the primary accounting specialist in a small business. In addition to the training needed by a bookkeeper, an accountant needs extra accounting, business communication, law, income tax, and management training.

A strong demand by the community for accounting specialists provides opportunities within this field.

### Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to successfully construct and analyze accounting information for the purposes of making business decisions.

The following courses may be taken in any sequence as long as all prerequisites are met.

Required courses:		
ACCT 201	Financial Accounting	4
or ACCT 201H	Financial Accounting (Honors)	
ACCT 202	Managerial Accounting	4
or ACCT 202H	Managerial Accounting (Honors)	
ACCT 145	Individual Income Tax	4
or ACCT 146	Taxation of Business Entities	
ACCT 148	QuickBooks	3
or ACCT 104	Payroll Accounting	
ACCT 158	Business Mathematics	3
or BUS 204	Business Statistics	
or BUS 204H	Business Statistics (Honors)	
BUS 120	Introduction to Business	3
or BUS 120H	Introduction to Business (Honors)	
or BUS 130	Entrepreneurship and Small Business Management	
BUS 140	Legal Environment of Business	3
or BUS 140H	Legal Environment of Business (Honors)	
BUS 290	Business Communication	3
or BUS 290H	Business Communication (Honors)	
CSIT 110	Computer Applications	3
or CSIT 128	Microsoft Excel for Business	
<b>Total Units</b>		<b>30</b>

### Certificate of Achievement

#### Bookkeeping

Accounting offers theoretical and practical courses for students planning to transfer as accounting majors, career and technical courses that lead to certificates of proficiency and achievement, and professional development courses designed to improve workplace skills. Career options in accounting include positions in the private and public sectors, tax preparation, finance and banking, business ownership, and management.

Bookkeepers generally work under supervision. They make entries in special journals, posts to subsidiary ledgers, and verifies and files source documents. Appropriate training includes accounting, business mathematics, and computer office skills.

## Accounting

A strong demand by the community for bookkeepers assures opportunities within this field. The following courses may be taken in any sequence as long as all prerequisites are met.

### Program Student Learning Outcome Statement

- Upon completion of the this program, the student will be able to analyze and record business transactions using double-entry accounting as well as construct and interpret required financial statements.

The following courses may be taken in any sequence as long as all prerequisites are met.

Required courses:		
ACCT 104	Payroll Accounting	3
ACCT 145	Individual Income Tax	3-4
or ACCT 146	Taxation of Business Entities	
or ACCT 147	Ethics, Representation, Practice, and Procedures	
ACCT 148	QuickBooks	3
ACCT 149	IRS Volunteer Preparation	2
ACCT 158	Business Mathematics	3
or BUS 204	Business Statistics	
or BUS 204H	Business Statistics (Honors)	
CSIT 110	Computer Applications	3
or CSIT 128	Microsoft Excel for Business	
Choose one sequence below:		8
ACCT 101 & ACCT 102	Practical Accounting and Practical Accounting II	
ACCT 201 & ACCT 202	Financial Accounting and Managerial Accounting	
or ACCT 201H & ACCT 202H	Financial Accounting (Honors) and Managerial Accounting (Honors)	
<b>Total Units</b>		<b>25-26</b>

### Certificate of Achievement

#### Professional Accounting: Preparing for the CPA Exam

This certificate is designed for students who have a bachelor's degree that wish to be licensed as a Certified Public Accountant (CPA). This certificate will prepare students for the Certified Public Accounting (CPA) examination. The courses in this certificate provide some of the skills and hours required to sit for the CPA exam. Upon successful completion of the CPA exam, students will have the ability to perform the functions of a certified public accountant.

### Program Student Learning Outcome Statement

- Upon successful completion of this program, students will be able to apply knowledge of applicable accounting practice and theory to accurately prepare financial information for analysis and to make informed business decisions.

Required courses:		
ACCT 201	Financial Accounting	4
or ACCT 201H	Financial Accounting (Honors)	
ACCT 202	Managerial Accounting	4
or ACCT 202H	Managerial Accounting (Honors)	
ACCT 204	Intermediate Accounting I	4

ACCT 145	Individual Income Tax	4
ACCT 146	Taxation of Business Entities	4
ACCT 147	Ethics, Representation, Practice, and Procedures	3
CSIT 123	Introduction to Data Analytics	3
<b>Total Units</b>		<b>26</b>

### Certificate of Proficiency

#### Accounting Assistant

This certificate introduces students to the basic components of billing, cost, and accounting functions. Most of the courses in this certificate can be applied to the Accounting and Bookkeeping Certificates of Achievement.

### Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to analyze and record business transactions using double-entry accounting as well as construct and interpret required financial statements.

Required courses:		
ACCT 101	Practical Accounting	4
ACCT 104	Payroll Accounting	3
ACCT 148	QuickBooks	3
One of the following:		3-4
ACCT 102	Practical Accounting II	
ACCT 158	Business Mathematics	
CSIT 110	Computer Applications	
CSIT 128	Microsoft Excel for Business	
<b>Total Units</b>		<b>13-14</b>

### Certificate of Proficiency

#### Computerized Accounting Applications

This certificate introduces students to the basic components of the most generally used computerized accounting systems in today's business settings. Most of the courses in this certificate can be applied to the accounting and bookkeeping certificates of achievement.

### Program Student Learning Outcome Statement

- Upon successful completion of this program, students will be able to analyze and record business transactions in the computerized accounting environment.

Required courses:		
ACCT 104	Payroll Accounting	3
ACCT 148	QuickBooks	3
CSIT 120	Fundamentals of Computer Information Systems	3
or CSIT 128	Microsoft Excel for Business	
<b>Total Units</b>		<b>9</b>

### Certificate of Proficiency

#### Income Tax Preparer

This certificate of proficiency is designed for entry-level tax preparer positions. All tax preparers in the State of California are required to demonstrate a minimum level of qualified

tax education. This certificate allows students to apply for the California Registered Tax Preparer's certificate as well as introduces them to the process and requirements of becoming an IRS certified volunteer.

#### Program Student Learning Outcome Statement

- ▶ Upon successful completion of this certificate, the student will be able to meet the requirements for the California Registered Tax Preparers certificate as well as the IRS Tax Volunteer certificate.

#### Required courses:

ACCT 145	Individual Income Tax	4
ACCT 149	IRS Volunteer Preparation	2
<b>Total Units</b>		<b>6</b>

### Certificate of Proficiency

#### Income Tax Professional

The Income Tax Professional Certificate trains students to work in an entry-level assistant position with an experienced tax preparer or a commercial tax preparation service.

#### Program Student Learning Outcome Statement

- ▶ Upon completion of this program, the student will be able to successfully analyze financial information and complete a moderately challenging tax return suitable for filing with both the IRS and the California Franchise Tax Board.

#### Required courses:

ACCT 145	Individual Income Tax	4
ACCT 146	Taxation of Business Entities	4
ACCT 147	Ethics, Representation, Practice, and Procedures	3
<b>Total Units</b>		<b>11</b>

### Certificate of Proficiency

#### Payroll Professional

This certificate introduces students to the basic components of the payroll function. The courses in this certificate can be applied to the Certificate of Achievement in Bookkeeping.

#### Program Student Learning Outcomes

- ▶ Upon completion of this program, the student will be able to apply knowledge of applicable laws to compute payroll, complete federal and state tax schedules, and accurately prepare financial information for analysis and informed business decisions.

#### Required courses:

ACCT 101 or ACCT 201 or ACCT 201H	Practical Accounting Financial Accounting Financial Accounting (Honors)	4
ACCT 104	Payroll Accounting	3
ACCT 158	Business Mathematics	3
<b>Total Units</b>		<b>10</b>

## Courses

### ACCT 101: Practical Accounting

Units: 4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 4 hours.

Course Typically Offered: Fall, Spring, and Summer

This introduction to the field of accounting includes completion of an accounting cycle and related bookkeeping for sole proprietorship service and merchandising businesses. Topics include analyzing and recording business transactions, end-of-period adjustments, preparation of financial statements, and the closing process. The course also covers cash receipts, disbursements and control, and payroll, and it emphasizes a practical approach to accounting through problem solving.

### ACCT 102: Practical Accounting II

Units: 4

Prerequisites: ACCT 101.

Acceptable for Credit: CSU

Lecture 4 hours.

Course Typically Offered: Spring

This course continues the introduction to accounting studied in ACCT 101. Topics include bookkeeping for sole proprietorship, partnership and corporate merchandising businesses with an emphasis on bad debts, notes receivable and payable, inventory, property, plant, equipment, and intangible assets, financial statement analysis, and cash flow. The course emphasizes a practical approach to accounting through problem solving.

### ACCT 104: Payroll Accounting

Units: 3

Prerequisites: None

Advisory: ACCT 101, ACCT 201, or ACCT 201H.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course provides a comprehensive overview of federal and state payroll laws and their effect on payroll records and required government reports. Topics include laws affecting employers, human resource department procedures and record keeping, payroll accounting system procedures, and payroll forms and publications.

### ACCT 145: Individual Income Tax

Units: 4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 4 hours.

Course Typically Offered: Fall, Spring

This course covers federal and California individual income tax preparation and planning. Topics include filing status, exemptions, income and exclusions, business expenses, itemized deductions, credits, capital gains, depreciation, tax payments, California tax, IRS and FTB, and audits. This California Tax Education Council (CTEC) approved course fulfills the 60-hour "qualifying education" requirement for California tax preparers and prepares students to meet the federal guidelines for paid tax preparers.

## **ACCT 146: Taxation of Business Entities**

Units: 4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 4 hours.

Course Typically Offered: Fall or Spring

This course introduces the tax issues facing the various types of business entities that operate in the United States. It emphasizes the US tax code and regulations that relate to these entities, and it examines the transactions that most commonly affect them. This course also assists students in preparing to sit for the IRS Enrolled Agent exam.

## **ACCT 147: Ethics, Representation, Practice, and Procedures**

Units: 3

Prerequisites: None

Advisory: ACCT 145 or ACCT 146.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall or Spring

This course covers income tax issues that relate to the requirements of individuals who have the legal right to prepare tax returns on behalf of individuals, business entities, and estates and trusts. These requirements include ethical conduct, practice privileges, and assessment and appeal procedures that must be followed in representing clients before the IRS and other tax agencies. This course also assists students in preparing to sit for Part 3 of the IRS Enrolled Agent exam.

## **ACCT 148: QuickBooks**

Units: 3

Prerequisites: None

Advisory: ACCT 101

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course teaches students how to apply fundamental accounting concepts and principles and analyze business events using commercial business accounting software. Students enter accounting transactions, make adjustments and corrections, create and analyze financial reports, produce and compare financial statements, create a company file, calculate payroll, use advanced software features for loan and asset tracking, and make end-of-year adjustments.

## **ACCT 149: IRS Volunteer Preparation**

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours.

Course Typically Offered: Fall

The IRS volunteer programs, Volunteer Income Tax Assistance (VITA) and Facilitated Self Assistance (FSA), offer accounting and business majors the opportunity to learn the valuable skill of tax preparation in a real world setting. Students apply their knowledge about existing tax law to prepare tax returns using IRS professional tax preparation software. Upon successful completion of the components of this course, students are eligible to become IRS-certified volunteers.

## **ACCT 158: Business Mathematics**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring, and Summer

This course meets the needs of business students who wish to gain proficiency in mathematical applications used in the business world. It prepares students for the study of accounting as well as for pre-employment mathematics tests common to office employment. Applications include trade and cash discounts, markups and markdowns, simple interest and simple discount, compound interest, annuities and sinking funds, consumer credit, building wealth through investments, mortgages, and insurance.

## **ACCT 201: Financial Accounting**

Units: 4

Prerequisites: None

Advisory: ACCT 101.

Enrollment Limitation: Not open to students with prior credit in ACCT 201H.

Acceptable for Credit: CSU, UC

Lecture 4 hours.

Course Typically Offered: Fall, Spring, and Summer

This course explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. It covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Topics include issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. UC CREDIT LIMITATION: Credit for ACCT 201 or ACCT 201H. C-ID ACCT-110.

## **ACCT 201H: Financial Accounting (Honors)**

Units: 4

Prerequisites: None

Advisory: ACCT 101.

Enrollment Limitation: Not open to students with prior credit in ACCT 201.

Acceptable for Credit: CSU, UC

Lecture 4 hours.

Course Typically Offered: Fall, Spring

This course offers highly motivated students an opportunity to explore what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. This course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Topics include issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. As an honors course, it provides students the opportunity to conduct supervised independent accounting research and to lead and participate in collaborative and instructor-led discussions. UC CREDIT LIMITATION: Credit for ACCT 201 or ACCT 201H. C-ID ACCT-110.

**ACCT 202: Managerial Accounting**

Units: 4

Prerequisites: ACCT 201 or ACCT 201H.

Enrollment Limitation: Not open to students with prior credit in ACCT 202H.

Acceptable for Credit: CSU, UC

Lecture 4 hours.

Course Typically Offered: Fall, Spring, and Summer

This course examines 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 profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. UC CREDIT LIMITATION: Credit for ACCT 202 or ACCT 202H. C-ID ACCT-120.

**ACCT 202H: Managerial Accounting (Honors)**

Units: 4

Prerequisites: ACCT 201 or ACCT 201H.

Enrollment Limitation: Not open to students with prior credit in ACCT 202.

Acceptable for Credit: CSU, UC

Lecture 4 hours.

Course Typically Offered: Fall, Spring

This course offers highly motivated students an opportunity to examine 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 profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. As an honors course, it provides students the opportunity to conduct supervised independent accounting research and to lead and participate in collaborative and instructor-led discussions. UC CREDIT LIMITATION: Credit for ACCT 202 or ACCT 202H. C-ID ACCT-120.

**ACCT 204: Intermediate Accounting I**

Units: 4

Prerequisites: ACCT 201 or ACCT 201H.

Acceptable for Credit: CSU

Lecture 4 hours.

Course Typically Offered: Fall

Students study the conceptual framework of accounting as it relates to the recording, reporting, and disclosing of financial information related to asset valuation and income determination based on generally accepted accounting principles. The course emphasizes corporate financial statements and the accounting procedures used for measuring, recording, and reporting assets. It also covers recent developments in accounting standards and practice. Topics include the acquisition, valuation, and disposition of assets as well as income determination. This course is intended for students majoring in the field of accounting and those seeking additional education in preparation for the Certified Public Accounting (CPA) exam.

**ACCT 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Course Typically Offered: To be arranged

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**ACCT 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Course Typically Offered: To be arranged

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.