

# ACCOUNTING

The Accounting certificate program contains coursework in financial and managerial accounting, computerized accounting, and intermediate, tax, and cost accounting. Completing the program will provide students with the skills necessary for employment in the following accounting positions:

- Account Clerk**
- Cost Clerk**
- Bookkeeper**
- Accountant Trainee**
- Junior Accountant**
- Income Tax Form Clerk**

## CERTIFICATE OF ACHIEVEMENT

### Program Outcomes

Students completing the Certificate of Achievement in Accounting will be prepared to:

- Demonstrate various activities performed in the accounting function of industry, apply comprehensive accounting skills, utilize technical knowledge, and display ethical behaviors and practices.
- Demonstrate technical knowledge of accounting related topics that provide major course transfer to a four-year institution.

Course	Required Courses			Units
<b>First Semester</b>				
Financial Accounting	ACCT	A101	(4)	
Intro to Business (Or)	BUS	A100	(3)	
Honors Intro to Business	BUS	A100H	(3)	
Intro to Computer Appl (Or)	CIS	A100	(3)	
Intro to Computer Info Systems	CIS	A111	(3)	
<b>Second Semester</b>				
Managerial Accounting	ACCT	A102	(4)	
Accounting Info Sys 1	ACCT	A110	(3)	
<b>Third Semester</b>				
Accounting with QuickBooks	ACCT	A112	(2)	
Intermediate Accounting	ACCT	A211	(4)	
Business Communication	BUS	A139	(3)	
<b>Fourth Semester</b>				
Federal Income Tax	ACCT	A111	(3)	
Cost Accounting	ACCT	A210	(3)	
<b>Total:</b>			<b>(32)</b>	

### Suggested electives:

Volunteer Income Tax Assist	ACCT	A114	(1)
Business Law	BUS	A110	(3)
Business Math	BUS	A125	(3)
Small Business Ownership	BUS	A240	(3)
Applied Management	MGMT	A100	(3)
Human Relations & Supervision	MGMT	A115	(3)

## ASSOCIATE DEGREES

Complete the Certificate of Achievement and either the Associate in Arts or Associate in Science Graduation Requirements as outlined in the Graduation Requirements section of the catalog.

## ACCOUNTING TECHNICIAN

This certificate, issued through the Business and Computing Division, provides students with a working knowledge of various software programs used by industry in the process of reporting of accounting activities. While reinforcing the student's knowledge of accounting principles, completion of this certificate enhances employment opportunities in the business and accounting fields.

*All courses must be completed at OCC with a grade of "C" or better.*

## CERTIFICATE OF SPECIALIZATION

### Program Outcomes

Upon Successful completion of the Certificate of Achievement in Accounting, graduates will be prepared to:

- Demonstrate knowledge of an accounting process by performing appropriate accounting functions using widely accepted accounting software.
- Demonstrate computer skills to retrieve and manage information in an accounting environment.

### Required Courses

Course			Units
Accounting for Small Business (Or)	ACCT	A100	(3)
Financial Accounting	ACCT	A101	(4)
Accounting Info Sys 1	ACCT	A110	(3)
Accounting with QuickBooks	ACCT	A112	(2)
Mas 90/Mas 200	ACCT	A117	(2)
Payroll	ACCT	A119	(3)
Excel 2	CIS	A234	(2)
<b>Total:</b>			<b>(15-16)</b>

## ENTRY-LEVEL ACCOUNTING

This certificate, issued through the Business and Computing Division, provides students with basic accounting and computer accounting coursework. Completion of the certificate will enable students to apply for entry-level positions in accounting.

*All courses must be completed at OCC with a grade of "C" or better.*

## CERTIFICATE OF SPECIALIZATION

### Program Outcomes

Certificate of Specialization in Entry-Level Accounting graduates will be prepared to:

- Demonstrate knowledge of an accounting process by performing appropriate accounting functions manually or by utilizing G/L software.
- Define and apply the different concepts of cost used to assist managers in making business decisions by performing profitability and cost analysis.

**Required Courses**

<b>Course</b>			<b>Units</b>
Financial Accounting	ACCT	A101	(4)
Managerial Accounting	ACCT	A102	(4)
Accounting Info Sys 1	ACCT	A110	(3)
<b>Total:</b>			<b>(11)</b>

**FULL CHARGE BOOKKEEPER**

This certificate, issued through the Business and Computing Division, integrates all aspects of the accounting cycle. Students will be able to apply accounting activities within the framework of industry software. Completion of this certificate enhances employment opportunities within the accounting field.

*All courses must be completed at OCC with a grade of "C" or better.*

**CERTIFICATE OF SPECIALIZATION**

**Program Outcomes**

Certificate of Specialization in Full Charge Bookkeeper graduates will be prepared to:

1. Demonstrate knowledge of an accounting process by performing appropriate accounting functions using widely accepted accounting software.
2. Apply computer skills to retrieve and manage information and remain current with applicable standards and laws within a bookkeeping environment.

**Required Courses**

<b>Course</b>			<b>Units</b>
Accounting for Small Business (Or)	ACCT	A100	(3)
Financial Accounting	ACCT	A101	(4)
Accounting Info Sys 1	ACCT	A110	(3)
Accounting with QuickBooks	ACCT	A112	(2)
Mas 90/Mas 200	ACCT	A117	(2)
Payroll	ACCT	A119	(3)
Full Charge Bookkeeper	ACCT	A121	(1)
<b>Total:</b>			<b>(14-15)</b>

**AIRLINE AND TRAVEL CAREERS**

—See *Hospitality, Travel & Tourism*

**APPRENTICESHIP**

The only apprenticeship program offered at Orange Coast College is the Cook Apprentice (see Culinary Arts).

**ARCHITECTURAL TECHNOLOGY**

**Mission Statement**

The OCC Architectural Technology Program endeavors to empower students to lead productive and creative professional lives in the context of Architecture and Environmental Design.

**Program Description**

The Architectural Technology Program offers courses in design, building materials, construction documents, design visualization and graphics, and computer-assisted design, building information modeling and fabrication. Our comprehensive program provides students with the discipline and critical thinking skills necessary to transfer to a broad range of universities and the training and technical skills to gain employment with the many and varied firms in Southern California that hire our graduates. Former California Architects Board President, Christine Lampert, AIA, rates our program as one of the top community college programs in the state. OCC's Architecture program has a long history of successful graduates and our current students continue to excel as indicated by winning design awards, high transfer rates, and becoming valued members of the professional community.

**Program Outcomes**

In support of our Mission, our program has two incremental goals:

The 1st year Certificate of Achievement in Architectural Drafting prepares students for an entry-level professional position at an architectural or related design office.

The 2nd year Certificate of Achievement in Architectural Drafting and Design prepares students in the areas of critical thinking, design, and visual communication for successful transfer to a university professional program in Architecture and/or related Environmental Design or for a junior/intermediate level drafting/design position at an architectural or related firm.

**ARCHITECTURAL DRAFTING**

**CERTIFICATE OF ACHIEVEMENT**

**Required Courses**

<b>Course</b>			<b>Units</b>
<b>First Semester</b>			
Arch Dwg/Desgn Visual 1	ARCH	A105	(2)
Intro to Architecture	ARCH	A110	(2)
Architectural Tech Elective(s)	ARCH		
<b>Second Semester</b>			
Arch Dwg/Desgn Theory 1	ARCH	A115	(4)
Arch Draft & Const Documents	ARCH	A180	(4)
Arch Dwg/Desgn Visual 2	ARCH	A205	(3)
Architectural Tech Elective(s)	ARCH		(4)
Architectural Tech Elective(s)			
<b>Total:</b>			<b>(19)</b>

**CONTINUED NEXT PAGE**

**Select four (4) units from the following list of courses:**

Intro to Environmental Sustainability	ARCH	A101	(1)
CAD 2D for Architecture	ARCH	A150	(2)
BIM 1 for Architecture	ARCH	A155	(2)
BIM 2 for Architecture	ARCH	A156	(2)
3-D Modeling: Sketchup 1	ARCH	A160	(2)
3-D Modeling: Rhino or 3D Studio Max 1	ARCH	A162	(2)
Presentation Graphics for Architecture	ARCH	A165	(2)
Video for Architecture	ARCH	A167	(1)
Intro to Fabrication/Safety for Architecture	ARCH	A170	(1)
Fabrication 1 for Architecture	ARCH	A171	(2)
Fabrication 2 for Architecture	ARCH	A172	(2)
Design/Build for Architecture 1	ARCH	A201	(1)
Design/Build for Architecture 2	ARCH	A202	(2)

**ASSOCIATE DEGREES**

Complete the Certificate of Achievement and either the Associate in Arts or Associate in Science Graduation Requirements as outlined in the Graduation Requirements section of the catalog.

## ARCHITECTURAL DRAFTING AND DESIGN

**CERTIFICATE OF ACHIEVEMENT**

**Required prerequisite:**

Architectural Design Certificate of Achievement (19)

**Required Courses**

Course			Units
	<b>Fall</b>		
Arch Plan & Const Documents	ARCH	A185	(4)
Arch Dwg/Design Theory 2	ARCH	A215	(4)
Architectural Tech Elective(s)	ARCH		(2)
	<b>Spring</b>		
Building Materials & Systems	ARCH	A220	(4)
Arch Dwg/Design Theory 3	ARCH	A230	(5)
Architectural Tech Elective(s)	ARCH		(2)
	<b>Subtotal:</b>		<b>(21)</b>
	<b>Total:</b>		<b>(40)</b>

**Select four (4) units from the following list of courses:**

Intro to Environmental Sustainability	ARCH	A101	(1)
CAD 2D for Architecture	ARCH	A150	(2)
BIM 1 for Architecture	ARCH	A155	(2)
BIM 2 for Architecture	ARCH	A156	(2)
3-D Modeling: Sketchup 1	ARCH	A160	(2)
3-D Modeling: Rhino or 3D Studio Max 1	ARCH	A162	(2)
Presentation Graphics for Architecture	ARCH	A165	(2)
Video for Architecture	ARCH	A167	(1)
Intro to Fabrication/Safety for Architecture	ARCH	A170	(1)
Fabrication 1 for Architecture	ARCH	A171	(2)
Fabrication 2 for Architecture	ARCH	A172	(2)
Design/Build for Architecture 1	ARCH	A201	(1)
Design/Build for Architecture 2	ARCH	A202	(2)

**Suggested electives:**

Land & Building Development	ARCH/CNST	A225	(3)
Building Codes & Standards	ARCH	A250	(2)
History of Architecture 1	ARCH	A290	(3)
History of Architecture 2	ARCH	A296	(3)
Freehand Drawing	ART	A120	(3)
Computer Use in Technology	CHT	A100	(3)
Intro to Computer Graphics	DMAD	A181	(3)
Illus & Computer Graphics 1	DMAD	A190	(4)
Fund of Interior Design	ID	A100	(3)
Interior Design Studio 1	ID	A105	(2)
Space Planning	ID	A170	(3)
Interior Design Studio 3	ID	A265	(2)
Technical Math	TECH	A040	(3)

**ASSOCIATE DEGREES**

Complete the Certificate of Achievement and either the Associate in Arts or Associate in Science Graduation Requirements as outlined in the Graduation Requirements section of the catalog.



–See *COMMERCIAL ART*



The Aviation Maintenance Technology program is divided into five areas: Airframe, Powerplant, Airframe and Powerplant, Avionics, and Helicopters.

The Aviation Maintenance Technology fields are of continuing growth and opportunity. The opportunities vary from field to field depending on the population's need for travel, business, and pleasure. Overall, the opportunities and availability outlooks are good to excellent. Each program prepares students in a specific area of aviation and will enable them to seek entry-level or higher levels of employment in the aviation industry.

The Aircraft Maintenance Technology program mission, following counsel of local community and industry leaders, is to provide quality instruction to promote student success with comprehensive training for those interested in entering the aviation maintenance profession and for professionals in the aviation maintenance field striving to improve their knowledge and skills in the areas comprising of Airframe, Powerplant, Avionics and Helicopter Maintenance

**Program Outcomes**

Students successfully completing the Orange Coast College Aviation Maintenance Technology program will have the necessary skills and training for proficiency in taking written, oral and practical exams for certification which may be required for employment.

Working craftsmen will be able to improve or develop additional proficiencies required for professional growth or advancement in their current employment. All qualification training and tests are prescribed and follow the guide of the Federal Aviation.

The following job titles include senior positions earned after beginning in an entry-level position and advancing upward: