

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

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.

Required Courses

Course			Units
FIRST SEMESTER			
Financial Accounting	ACCT	A101	(4)
Introduction to Business (Or)	BUS	A100	(3)
Honors Intro to Business	BUS	A100H	
Intro to Info Sys & Appl (Or)	CIS	A100	(3)
Intro to Computer Information Systems	CIS	A111	
SECOND SEMESTER			
Managerial Accounting	ACCT	A102	(4)
Accounting Info Sys 1	ACCT	A110	(3)
THIRD SEMESTER			
Accounting with QuickBooks	ACCT	A112	(2)
Intermediate Accounting	ACCT	A211	(4)
Business Communication	BUS	A139	(3)
FOURTH SEMESTER			
Federal Income Tax	ACCT	A111	(3)
Cost Accounting	ACCT	A210	(3)
Total:			(32)

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 & Supervsn	MGMT	A115	(3)

ASSOCIATE DEGREES

Complete the Certificate of Achievement and 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.

Students are required to obtain a grade of "C" or better in all required courses.

CERTIFICATE OF SPECIALIZATION

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)
Total:			(15-16)

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.

Students are required to obtain a grade of "C" or better in all required courses.

CERTIFICATE OF SPECIALIZATION

Program Outcomes

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

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

Required Courses

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

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.

Students are required to obtain a grade of "C" or better in all required courses.

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

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)
Full Charge Bookkeeper	ACCT	A121	(1)
Total:			(14-15)

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, 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 and four specialization certificates:

1. The 1st year Certificate of Achievement in Architectural Design 1 prepares students for an entry-level professional position at an architectural or related design office.
2. The 2nd year Certificate of Achievement in Architectural Design 2 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.

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