

Accounting & Finance

The Program

Cabrillo College offers many options in the field of accounting and finance:

- Skills Certificates and a Certificate of Proficiency designed to qualify the student for entry-level employment and/or advancement. These can be completed in one year or less.
- An Associate in Science degree can be earned by completing the core certificate courses, 21 units of General Education requirements that include multicultural and mathematics requirements, and electives to total 60 units.
- Preparation for transfer to a four-year college or university, which should be planned by consulting a Cabrillo College counselor and the catalog of the institution to which transfer is intended.
- The program offers various degree and transferable courses in an online or a hybrid format.
- Federal and State tax preparation course training is offered on an annual basis.

Career Opportunities

Accountants create accounting systems that allow a business or an individual to organize, maintain, control, and audit financial records. Employment is commonly in one of the following enterprises: government, industry, financial institutions, educational institutions, hospitals, or the military. Accountants may be involved in recording business transactions; preparing tax returns, creating budgets and financial statements; advising businesses on accounting systems; analyzing investment opportunities; and auditing financial records. Employment opportunities in accounting are expected to grow in the next few years. Although opportunities in the field of accounting are unlimited, accountants will find their chance for advancement is greater if they become certified. To become a Certified Public Accountant, a student must have a four-year college degree with a minimum number of units in accounting and must pass the Uniform CPA examination. Work experience with a public accounting firm is also required before certification is complete.

For more information on becoming a Certified Public Accountant and for information regarding the California Society of CPAs, go to their website: www.calcpa.org.

Curriculum

Core Courses-Level I		Units
ACCT 151A	Introduction to Accounting: Bookkeeping Concepts	4
BUS 5	Business Information Systems	4
*BUS 155	Business Math	0-3
CABT 110A/B	Computer Keyboarding-Alphabet, Numbers, and Symbols	1
CABT 102	10-Key Calculator	1
Total		10-13

*Students with skills equivalent to MATH 154 or higher are exempt from BUS 155.

Core Courses-Level II		Units
ACCT 6	Spreadsheets for Accounting	4
ACCT 159	Computer Accounting	4
ACCT 163	Using Quickbooks	3
Total for Core Course Level II		11

Approved Electives

ACCT 1B	Managerial Accounting	4
ACCT 154	Income Tax Accounting	4
ACCT 155	Payroll Accounting	3
ACCT 158	Introduction to NonProfit and Government Accounting	3
ACCT 199C	Cooperative Work Experience Education	1-3
BUS 9	Business Statistics	3
BUS 18	Business Law	3
BUS 20	Introduction to Business	3
BUS 163	Global Business Management	3
BUS 164	Human Relations and Supervision	3
CABT 156	Business Grammar	3
CABT 157	Business & Technical Writing	3
FIN 4	Money Management	3
FIN 10	Introduction to Investments	3

Entry Level Bookkeeping Skills Certificate

Accounting Core Courses Level I	10-13
ENGL 100 or ENGL 1A/1AMC or CABT 157	3
Total for Skills Certificate-Entry Level	13-16

Certificate of Proficiency

Accounting Core Courses Level I, II	21-24
ENGL 100 or ENGL 1A/1AMC or CABT157	3
Total for Certificate of Proficiency	24-27

Associate in Science Degree in Accounting

Accounting Core Courses	21-24
ACCT 1A Financial Accounting	4
General Education	21
Approved Electives	3
Electives	8-11
Total for A.S. Degree in Accounting	60



CERTIFICATES

	units	first	second	
ACCT 151A	4	●] Skills Certificate Entry Level Bookkeeping] Certificate of Proficiency
BUS 5	4	●		
BUS 155	0-3	●		
CABT 110A/B	1	●		
CABT 102	1	●		
ENGL 1A/1AMC/100				
or CABT 157	3	●		
ACCT 6	4		●	
ACCT 159	4		●	
ACCT 163	3		●	

A.S. DEGREE PLAN

	units	first	second	third	fourth
ACCT 151A	4	●			
CABT 110A/B	1	●			
CABT 102	1	●			
BUS 5	4	●			
BUS 155	3	●			
General Education	3	●			
ACCT 1A	4		●		
ACCT 6	4		●		
General Education	5		●		
Program Electives	3		●		
ACCT 163	3			●	
Electives	6			●	
General Education	5			●	
ACCT 159	4				●
General Education	5				●
Electives	5				●

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Who May Enroll

Cabrillo College is open to anyone 18 years of age or older, or anyone with a high school diploma or proficiency certificate. High school students also may attend classes at Cabrillo on a limited basis with the permission of their high school principals.

How To Apply

1. Complete and submit an application form. Forms are available in the Schedule of Classes, which is delivered to households in Santa Cruz County prior to the start of each semester, or call the Admissions Office at (831)479-6201, or the Watsonville Center at (831)477-5100. Send written requests to Cabrillo College, 6500 Soquel Drive, Aptos, CA 95003.
2. After submitting your application, contact the counseling division for further information.

Nondiscrimination Policy

Cabrillo Community College does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, physical or mental disability, or sexual orientation in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education programs. Limited English language skills will not be a barrier to admission and participation in vocational education programs.

Plan De Acción No Discriminatoria

Cabrillo Community College no discrimina a base de identificación con grupos étnicos, nacionalidad de origen, religión, edad, sexo, raza, color, incapacidad mental o física ni orientación sexual en ninguna de sus reglamentaciones, procedimientos o prácticas. Este plan de acción no discriminatoria incluye la admisión y el acceso a los programas y actividades, y el tratamiento y el empleo en los mismos, incluyendo la educación vocacional. Tener limitadas destrezas en el idioma inglés no constituirá una barrera para ser admitido o participar en los programas de educación vocacional.
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*Cabrillo
College*

www.cabrillo.edu