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Counseling Center
Student & Community
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Career Services Info.
Student & Community
Services Bldg. 2nd Fl.
408-864-5400

Certificate of Achievement Level Requirements

A minimum "C" grade in each major course.
Note: A maximum of six (6) quarter units may be transferred from other academic institutions.

Certificate of Achievement-Advanced Level Requirements

1. A minimum "C" grade in each major course.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A or ESL 5 and eligibility for MATH 114.
Note: A maximum of 18 quarter units may be transferred from other academic institutions.

A.A./A.S. Degree Requirements

1. Completion of all General Education (GE) requirements (31-42 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).
2. Completion of all major requirements. Each major course must be completed with a minimum "C" grade.
Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).
Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).
Note: A minimum of 24 quarter units must be earned at De Anza College.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is only offered on a pass/no-pass basis.

Accounting

Certificate of Achievement

In this program Business students gain accounting knowledge needed for an entry-level accounting position.

Student Learning Outcomes - upon completion students will be able to:

- demonstrate knowledge of double-entry accounting within financial and cost accounting systems for various business organizations.
- prepare financial statements and reports and analyze these statements to evaluate the financial structure of a firm and describe fundamental business concepts, while identifying ethical issues in accounting.

1. Meet the requirements for this certificate level.
2. Complete the following.

ACCT 1A	Financial Accounting I	5
ACCT 1B	Financial Accounting II	5
ACCT 1C	Managerial Accounting	5
ACCT 88	Excel Spreadsheets for Accounting	2

Complete one (1) course from: 2

ACCT 87AH	Computerized Accounting Programs I (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs I (Quickbooks) (2)	
ACCT 87AJ	Computerized Accounting Programs I (Great Plains) (2)	

Complete a minimum of seven (7) units from the following: 7

ACCT 64	Payroll and Business Tax Accounting (3)	
ACCT 66	Cost Accounting (5)	
ACCT 67A	Federal Income Tax (4)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 86	Computer Accounting Systems (5)	
ACCT 105	Basic Financial Accounting Procedures (1)	
	Total Units Required	26

Recommended
BUS 10 Introduction to Business (5)

Accounting: Practice Emphasis
Certificate of Achievement-Advanced

In this program Business students gain the skills needed for a professional job in Accounting or related positions such as analyst or staff accountant.

Student Learning Outcomes - upon completion students will be able to:

- demonstrate knowledge of double-entry accounting within financial and cost accounting systems for various business organizations.
- prepare financial statements and reports and analyze these statements to evaluate the financial structure of a firm and describe fundamental business concepts, while identifying ethical issues in accounting.
- identify and assess the theory and reporting differences between International Reporting Standards and US Generally Accepted Accounting Principles.
- evaluate events which require research in the professional literature and formulate an organized, concise approach to a solution.

1. Meet the requirements for this certificate level.
2. Complete the following.

ACCT 1A	Financial Accounting I	5
ACCT 1B	Financial Accounting II	5
ACCT 1C	Managerial Accounting	5
ACCT 51A	Intermediate Accounting	5
ACCT 51B	Intermediate Accounting	5
ACCT 88	Excel Spreadsheets for Accounting	2

Complete one (1) course from: 2

ACCT 87AH	Computerized Accounting Programs I (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs I (Quickbooks) (2)	
ACCT 87AJ	Computerized Accounting Programs I (Great Plains) (2)	

Complete a minimum of 16 units from the following: 16

ACCT 52	Advanced Accounting (5)	
ACCT 58	Auditing (5)	
ACCT 64	Payroll and Business Tax Accounting (3)	
ACCT 66	Cost Accounting (5)	
ACCT 67A	Federal Income Tax (4)	
ACCT 67B	Advanced Individual Tax: CA Emphasis (4)	
ACCT 68	Advanced Tax Accounting (4)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 86	Computer Accounting Systems (5)	
ACCT 105	Basic Financial Accounting Procedures (1)	
BUS 10	Introduction to Business (5)	
BUS 18	Business Law I (5)	
BUS 69	Investment Fundamentals (4)	
	Total Units Required	45

Accounting: Practice Emphasis

A.A. Degree

This program prepares Business students for transfer to a four-year institution as Accounting majors. In it students gain the skills needed for a professional job in Accounting or related field such as analyst or staff accountant.

Student Learning Outcomes - upon completion students will be able to:

- demonstrate knowledge of double entry accounting within financial and cost accounting systems for various business organizations.
- prepare financial statements and reports and analyze these statements to evaluate the financial structure of a firm and describe fundamental business concepts, while identifying ethical issues in accounting.
- identify and assess the theory and reporting differences between International Reporting Standards and US Generally Accepted Accounting Principles.
- evaluate events which require research in the professional literature and formulate an organized, concise approach to a solution.

Meet the A.A./A.S. degree requirements.

Major	Complete the course requirements for the Cert. of Achievement-Advanced	45 units
GE	General Education (31-42 units)	
Electives	Elective courses req'd. when major units plus GE units total is less than 90	
	Total Units Required	90 units

Accounting: Taxation Emphasis

Certificate of Achievement-Advanced

This program prepares Business students with the skills needed to work in the professional tax field.

Student Learning Outcomes - upon completion students will be able to:

- demonstrate knowledge of double-entry accounting within financial and cost accounting systems for various business organizations.
- prepare financial statements and reports and analyze these statements to evaluate the financial structure of a firm and describe fundamental business concepts, while identifying ethical issues in accounting.
- demonstrate a knowledge of payroll and income tax laws through recognition and analysis of tax issues and preparation of various federal, state and regulatory reports.

1. Meet the requirements for this certificate level.
2. Complete the following.

ACCT 1A	Financial Accounting I	5
ACCT 1B	Financial Accounting II	5
ACCT 1C	Managerial Accounting	5
ACCT 64	Payroll and Business Tax Accounting	3
ACCT 67A	Federal Income Tax	4
ACCT 67B	Advanced Individual Tax: CA Emphasis	4
ACCT 68	Advanced Tax Accounting	4
ACCT 88	Excel Spreadsheets for Accounting	2
	Complete one (1) course from:	2
ACCT 87AH	Computerized Accounting Programs I (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs I (Quickbooks) (2)	
ACCT 87AJ	Computerized Accounting Programs I (Great Plains) (2)	

<i>Complete a minimum of 11 units from the following:</i>		11
ACCT 51A	Intermediate Accounting (4)	
ACCT 51B	Intermediate Accounting (4)	
ACCT 52	Advanced Accounting (5)	
ACCT 58	Auditing (5)	
ACCT 66	Cost Accounting (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 86	Computer Accounting Systems (5)	
ACCT 105	Basic Financial Accounting Procedures (1)	
BUS 10	Introduction to Business (5)	
BUS 18	Business Law I	
BUS 69	Investment Fundamentals (4)	
REST 50	Real Estate Principles (4)	
	Total Units Required	45

Recommended

BUS 10	Introduction to Business (5)
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Accounting: Taxation Emphasis

A.A. Degree

This program prepares Business students to transfer to a four-year institution as an Accounting major with a taxation emphasis. In it students gain the skills needed in conjunction with a four-year degree for a professional job in the tax field.

Student Learning Outcomes - upon completion students will be able to:

- demonstrate a knowledge of double entry accounting within financial and cost accounting systems for various business organizations.
- prepare financial statements and reports and analyze these statements to evaluate the financial structure of a firm and describe fundamental business concepts, while identifying ethical issues in accounting.
- identify and assess the theory and reporting differences between International Reporting Standards and US Generally Accepted Accounting Principles.
- evaluate events which require research in the professional literature and formulate an organized, concise approach to a solution.

Meet the A.A./A.S. degree requirements.

Major	Complete the course requirements for the Cert. of Achievement-Advanced	45 units
GE	General Education (31-42 units)	
Electives	Elective courses req'd. when major units plus GE units total is less than 90	
	Total Units Required	90 units

Bookkeeping

Certificate of Achievement

This program prepares students for an entry-level position as an accounting technician or accounting clerk.

Student Learning Outcomes - upon completion students will be able to:

- demonstrate a knowledge of double entry accounting within financial and cost accounting systems for various business organizations.
- prepare financial statements and reports and analyze these statements to evaluate the financial structure of a firm and describe fundamental business concepts, while identifying ethical issues in accounting.
- apply fundamental accounting concepts to various computerized software programs.

1. Meet the requirements for this certificate level.
2. Complete the following.

ACCT 1A	Financial Accounting I	5
ACCT 1B	Financial Accounting II	5
ACCT 64	Payroll and Business Tax Accounting	3
ACCT 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
ACCT 105	Basic Financial Accounting Procedures	1
CAOS 104I	10-Key on the Microcomputer	0.5
CAOS 107G	Business Office Math	2
<i>Complete one (1) course from:</i>		2
ACCT 87AH	Computerized Accounting Programs I (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs I (Quickbooks) (2)	
ACCT 87AJ	Computerized Accounting Programs I (Great Plains) (2)	
Total Units Required		25.5

Recommended

BUS 10 Introduction to Business (5)

Tax Practitioner

Certificate of Achievement-Advanced

This program prepares students to work in the professional tax field.

Student Learning Outcomes - upon completion students will be able to:

- demonstrate a knowledge of double entry accounting within financial and cost accounting systems for various business organizations.
- prepare financial statements and reports and analyze these statements to evaluate the financial structure of a firm and describe fundamental business concepts, while identifying ethical issues in accounting.
- demonstrate knowledge of payroll and income tax laws through recognition and analysis of tax issues and preparation of various federal, state and regulatory reports.

1. Meet the requirements for this certificate level.
2. Complete the following.

ACCT 1A	Financial Accounting I	5
ACCT 1B	Financial Accounting II	5
ACCT 64	Payroll and Business Tax Accounting	3
ACCT 67A	Federal Income Tax	4
ACCT 67B	Advanced Individual Tax: CA Emphasis	4
ACCT 68	Advanced Tax Accounting	4
ACCT 88	Excel Spreadsheets for Accounting	2
<i>Complete one (1) course from:</i>		2
ACCT 87AH	Computerized Accounting Programs I (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs I (Quickbooks) (2)	
ACCT 87AJ	Computerized Accounting Programs I (Great Plains) (2)	
<i>Complete a minimum of 16 units from the following:</i>		16
ACCT 1C	Managerial Accounting (5)	
ACCT 52	Advanced Accounting (5)	
ACCT 66	Cost Accounting (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 86	Computer Accounting Systems (5)	
ACCT 105	Basic Financial Accounting Procedures (1)	
BUS 18	Business Law I (5)	
Total Units Required		45

Recommended

BUS 10 Introduction to Business (5)