

IVC

IRVINE VALLEY COLLEGE

CAREER TECHNICAL EDUCATION & WORKFORCE DEVELOPMENT
5500 Irvine Center Drive, Irvine, CA 92618-0301
www.ivc.edu/careered • 949/451-5224

PROGRAM GUIDE

Accounting (ACCT) Certificates

- Accounting – 19.5-21.5 units
- Financial Accounting – 8 units*
- Financial/Managerial Accounting – 12 units*
 - Payroll Certificate – 11 units*
- Computerized Accounting – 7 units*
 - Income Tax – 6 units*

Description: The Accounting program at IVC is designed to: (1) prepare non-transfer accounting students for entry level positions by making the accounting certificates and/or the two year degree in accounting available to them (2) prepare transfer students with the appropriate background for upper division courses and (3) provide non-accounting majors with sufficient knowledge of accounting concepts. Students majoring in Accounting at Irvine Valley College focus on the fundamental and intermediate principles and practices of accounting. The training they receive at the college is intended to prepare them to make critical decisions based on data contained in various financial reports and statements. It also prepares them for accounting positions in the public and private sector in such areas as banking, retail and wholesale trades, and government.

Prerequisites/Preparation: It is recommended **but not required** that students have a background in creating Excel spreadsheets prior to taking Acct 1A (Financial Accounting), as the class is taught using Excel. It is also helpful in the field of accounting to be proficient in the 10-key adding machine by touch.

Course Substitutions: Students may substitute similar courses for those required for the certificate by filing a special petition with a counselor to be approved by the department.

Preparation for Career Related Exams/Certification: Accountemps, the largest temporary staffing specialist in the accounting and finance industries in the world, gives potential employees testing to determine appropriate job placement. Accounting courses at IVC help students prepare for this testing.

Associate of Science Degree: A student may earn an A.S. degree in Accounting from IVC if, in addition to certificate requirements, he/she also meets general education requirements posted in the IVC catalog, class schedule, or www.ivc.edu. See a counselor for more information.

*Locally-approved Certificates of Proficiency are low-unit certificates awarded by Irvine Valley College; they do not appear on a transcript. Programs are subject to change. Please check with a counselor.

See www.ivc.edu/careered or call 949/451-5224 for additional program information and updates

***Four Year Institutions Offering Degrees/Programs in This Field:**

California State Polytechnic University, Pomona – Bachelor of Science in Business Administration, Accounting Concentration

California State University, Fullerton – Bachelor of Arts in Business Administration & Economics, Accounting Concentration

California State University, Long Beach – Bachelor of Science in Business Administration, Option in Accountancy

Chapman University – Bachelor of Science in Accounting

*See counselor or transfer center for specific transfer requirements

Scholarships/Financial Aid: The Orange County/Long Beach chapter of the California Society of CPAs offers a \$1500 scholarship annually through the Community College Scholarship Program for accounting students intending to transfer to a university majoring in accounting or business. Go to www.calcpa.org/oclb for details. Students may contact the IVC Financial Aid office for more information and additional opportunities.

Work Experience/Internships: Cooperative Work Experience (CWE) may be taken in addition to requirements for the certificate program. CWE allows students to gain on-the-job experience while earning college credit. A student may earn one unit of credit for every 75 hours of paid or 60 hours of volunteer employment. Students are responsible for securing employment for CWE. In addition, students may inquire about job openings in accounting through our Job Placement Office.

Career Options The following entry-level jobs are possible careers for those with an accounting certificate:

- Accounts receivable clerk
- Accounts payable clerk
- Bookkeeper
- Accounting clerk
- Auditing clerk
- Payroll clerk

Job Description: In small establishments, *Bookkeeping Clerks* handle all financial transactions and recordkeeping. They record all transactions, post debits and credits, produce financial statements, and prepare reports and summaries for supervisors and managers. Bookkeepers also prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to the bank. They also may handle the payroll, make purchases, prepare invoices, and keep track of overdue accounts.

In large offices and accounting departments, *Accounting Clerks* have more specialized tasks. Their titles often reflect the type of accounting they do, such as an *Accounts Payable Clerk* or *Accounts Receivable Clerk*. In addition, responsibilities vary by level of experience. Entry-level accounting clerks post details of transactions, total accounts, and computer interest charges. They may also monitor loans and accounts, to ensure that payments are up to date.

Auditing Clerks verify records of transactions posted by other workers. They check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. They also correct or note errors for accountants or other workers to adjust.

Payroll Clerks, also called payroll technicians, screen timecards for calculating, coding, or other errors. They compute pay by subtracting allotments, including Federal and State taxes, retirement, insurance, and savings, from gross earnings. Payroll clerks need to follow changes in tax and deduction laws, so they are aware of the most recent revisions. Finally they prepare and mail earnings and tax withholding statements for employees' use in preparing income tax returns.

Employment Opportunities: Although payroll, bookkeeping, accounting, and auditing clerks can be found in all industries and levels of government, a growing number work for personnel supply firms, the result of an increase in outsourcing of this occupation. Accountemps is an example of one of these firms. Visit www.accountemps.com for more information.

Occupational Outlook for Orange County, CA: While jobs are expected to increase 12% for Bookkeeping, Accounting, Auditing Clerks and Payroll Clerks through 2016, job growth is projected to be about as fast as the average, and job prospects should be good as a large number of bookkeeping, accounting, and auditing clerks are expected to retire or transfer to other occupations. Slower-than-average job growth is expected for payroll clerks. Those who have completed a certification program will have an advantage in the job market. (Source: Bureau of Labor Statistics, www.bls.gov/oco)

Salary Range/Median for Orange County, CA:

Bookkeeper, Accounting & Auditing Clerks	\$18.04 hourly	\$37,501 annually
Payroll Clerks	\$19.13 hourly	\$39,780 annually

(Source: California Occupational Guides, www.labormarketinfo.edd.ca.gov/occguides)

Job Related Skills Emphasized in Coursework: Writing, communication, organizational, critical thinking, and time management skills, as well as group activities, give students basic skills needed in the work world. Topics such as computer applications for accounting, Excel and business management are also included.

Personal Traits Desired for This Field:

- Adaptable
- Cooperative
- Critical thinker
- Able to work independently
- Perform

Professional Organizations/Websites/Publications in Field:

- California Society of Certified Public Accountants: www.calcpa.org
-offers a student membership with an e-newsletter and local chapter meetings/ seminars with networking and volunteer opportunities
- State Board of Accountancy CPA License Handbook: <http://www.dca.ca.gov/cba/publications/applbook.pdf>

Clubs on Campus:

Accounting Society

Don Bradshaw, Faculty Advisor

Business Sciences

949/451-5532

<http://www.ivc.edu/accountingsociety/pages/default.aspx>

IVC Business Leaders Society (affiliated with the national fraternity Delta Epsilon Chi)
Daniel Scott, Faculty Advisor
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IVC Contacts:

Accounting Certificates - Program Questions:

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Certificates - General Questions:

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