



**2009 - 2010**  
Academic Year

21250 Stevens Creek Blvd.  
Cupertino, CA 95014  
408-864-5678  
www.deanza.edu

## Accounting

including Bookkeeping and Taxation

Accounting  
Coordinator  
408-864-8736

Business & Computer  
Systems Division  
Bldg. L1 Rm. L14  
408-864-8796, 8797

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

Career Center  
Student & Community  
Services Bldg. 2nd Fl.  
408-864-5711

Please visit the Counseling Center to apply for certificates and degrees, and for academic planning assistance.

### Certificate of Achievement 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 Requirements

- A minimum "C" grade in each major course.
- 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

- 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).
- 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.
- 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 offered on a pass/no-pass basis only.

## Accounting

### Certificate of Achievement

Complete the following and meet the corresponding certificate requirements.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 1C	Managerial Accounting	4
ACCT 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
ACCT 105	Basic Financial Accounting Procedures	1

Complete a minimum of six (6) units from the following: 6

ACCT 64	Payroll and Business Tax Accounting (3)	
ACCT 66	Cost Accounting (5)	
ACCT 67A	Federal Income Tax (4)	
ACCT 70	Budgeting and Planning (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	
	Total Units Required . . . . .	26

Recommended  
BUS 10 Introduction to Business (5)

### Accounting: Practice Emphasis Certificate of Achievement-Advanced

Complete the following and meet the corresponding certificate requirements.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 1C	Managerial Accounting	4
ACCT 51A	Intermediate Accounting	4
ACCT 51B	Intermediate Accounting	4
ACCT 58	Auditing	4
ACCT 66	Cost Accounting	5
ACCT 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
BUS 18	Business Law I	5

Complete a minimum of four (4) units from the following: 4

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 70	Budgeting and Planning (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	
ACCT 105	Basic Financial Accounting Procedures (1)	
BUS 10	Introduction to Business (5)	
BUS 69	Investment Fundamentals (4)	
	Total Units Required . . . . .	45

### Accounting: Practice Emphasis

#### A.A. Degree

Complete the Certificate of Achievement-Advanced requirements for the major and meet the A.A./A.S. degree requirements.

Major	Requirements for Accounting: Practice Emphasis Certificate 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

Complete the following and meet the corresponding certificate requirements.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 1C	Managerial Accounting	4
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 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
BUS 18	Business Law I	5

Complete a minimum of six (6) units from the following: 6

ACCT 51A	Intermediate Accounting (4)	
ACCT 51B	Intermediate Accounting (4)	
ACCT 58	Auditing (4)	

ACCT 66	Cost Accounting (5)	
ACCT 70	Budgeting and Planning (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	
ACCT 105	Basic Financial Accounting Procedures (1)	
BUS 10	Introduction to Business (5)	
BUS 69	Investment Fundamentals (4)	
REST 50	Real Estate Principles (4)	
	Total Units Required . . . . .	45
<i>Recommended</i>		
BUS 10	Introduction to Business (5)	

<i>Complete a minimum of nine (9) units from the following:</i>		9
ACCT 1C	Managerial Accounting (4)	
ACCT 66	Cost Accounting (5)	
ACCT 70	Budgeting and Planning (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	
	Total Units Required . . . . .	45
<i>Recommended</i>		
BUS 10	Introduction to Business (5)	

## Accounting: Taxation Emphasis

### A.A. Degree

Complete the Certificate of Achievement-Advanced requirements for the major and meet the A.A./A.S. degree requirements.

Major	Requirements for Accounting: Taxation Emphasis Certificate 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

Complete the following and meet the corresponding certificate requirements.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
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 two (2) courses from:</i>	4
ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	
ACCT 107	Certified Bookkeeper Review (2)	
	Total Units Required . . . . .	25.5
<i>Recommended</i>		
BUS 10	Introduction to Business (5)	

## Tax Practitioner

### Certificate of Achievement-Advanced

Complete the following and meet the corresponding certificate requirements.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
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 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
ACCT 105	Basic Financial Accounting Procedures	1
BUS 18	Business Law I	5