

**PROGRAM APPROVAL APPLICATION**  
**NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED**  
**(This application may not exceed 3 pages)**

**Fill In Form**

Certificate of Achievement Accounting

Proposed Program Title

Fall 2016

Projected Program Start Date

L.A. Mission College

College

LACCD

District

**Contact Information**

Mark Hobbs (Alternate)

Voting Member

Program Specialist for LA HI-TECH

Title

(818) 833-3401

Phone Number

hobbsmb@lamission.edu

Email

**Goal(s) of Program (Check all that apply):**

Career Technical Education (CTE)

Transfer

Other

**Type of Program (Check all that apply):**

Certificate of Achievement 12-17 (or 17-27 quarter) units

Certificate of Achievement 18+ semester (or 27+ quarter) units

Associate of Science Degree

Associate of Arts Degree

**Reason for Approval Request (Check One):**

New Program

Substantial Change

Locally Approved

**Program Information**

0502

Recommended [Taxonomy of Program \(TOP\) Code](#)

Units for Major-Degree

Total Units for Degree

22 Units

Required Units-Certificate

**Written Form**

**1. Insert the description of the program as it will appear in the catalog. (See PCAH pp. 142 and 170)**

The Certificate of Achievement in Accounting is designed for students who wish to develop specific accounting skills for use in the workplace or further academic studies. The program provides students with a combination of conceptual understanding and hands-on skills. Topics will include fundamental financial and managerial accounting concepts and application, overview of taxation and return preparation, and applications using accounting and financial software.

**2. Provide a brief rationale for the program.**

The Certificate of Achievement in Accounting is a program designed not only for students desiring to continue their academic studies, but also for individuals wishing to develop the skills to enhance their current employment opportunities. The certificate can be beneficial to students looking to focus specifically on enhancing their accounting skills. These skills can be valuable to employers, particularly small businesses, looking to fill entry-level as well as accounting related positions. The certificate can also be advantageous to Los Angeles Mission College, enhancing accounting instruction and increasing business student enrollment.

**3. Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program. (See PCAH pp. 85-88, 136, 147, 148, 165, 168, and 176)**

There are over 123,000 people employed as Tax Preparers (SOC 13-2082), Billing & Posting Clerks (SOC 43-3021), and Bookkeeping, Accounting and Auditing Clerks (SOC 43-3031) in the region and there is steady growth in these occupations of 4.2 % from 2013-23 with the addition of 5,092 jobs. The median wage is \$19.60/hour and many positions are available with less than an Associate’s degree. Three different programs prepare students for these occupations and there is a gap of Openings over Completions of 940 in 2014. (2409 openings – 1469 Completions =940 openings). Employees in these occupations work in Accounting Services firms, Offices of Physicians, CPAs, Services for the Elderly, and Persons with Disabilities, and Tax Preparation Services. (EMSI 2016)

**4. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (There is space for 10 listings, if you need more, please contact [laocrc@rscdd.edu](mailto:laocrc@rscdd.edu))**

College	Program	Who You Contacted	Outcome of Contact
LA Southwest College	Business	James Hick	Clarifying comments and congratulations
25 other colleges	Accounting/Business	Dept. Chairs	No comment


**5. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (There is space for 20 listings, if you need more, please contact [laocrc@rscsd.edu](mailto:laocrc@rscsd.edu)). (See PCAH pp. 143 and 171)**

Courses	Course Number	Course Title	Units
<i>Statewide identified skill proficiency:</i>			
Introductory Accounting I	ACCT 1	Accounting I	5
Introductory Accounting II	ACCT 2	Accounting II	5
Tax Accounting 15	ACCT 15	Tax Accounting 15	3
Or			
Fundamentals of Tax Return Preparation	Bus 10	Business 10	3
Microcomputer Accounting Applications (QuickBooks)	CAOT 78	CAOT 78	3
Microsoft Office Applications (Excel) 82	CAOT 82	CAOT 82	3
Or			
Introduction to Computers and Uses in Business 401	CoSci 401	CoSci 401	3
Total			

**6. Include any other information you would like to share.**

We didn't list all the colleges contacted (26 of the 27 in the region have "accounting" programs) because after contacting all of the chairs of the departments (see attached) we only received comments from LA Southwest College. We researched the college websites for "Business Dept" chairs, and when we couldn't locate them, we contacted the CTE Dean at the appropriate college.