

Area: Business & Computer Science
 Dean: Dr. Derrick Booth
 Phone: (916) 484-8361
 Counseling: (916) 484-8572

Degree: A.A. - Accounting
 Certificates: Accounting
 Accounting Clerk
 Taxation

DEGREES AND CERTIFICATES

Accounting Degree

The Accounting degree focuses on preparation for careers in various accounting professions. The program develops a common foundation in accounting and business, and provides various courses covering both fundamental and specialized accounting topics to meet individual career goals.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- evaluate and perform all steps in the financial accounting cycle.
- compile and analyze costs within a company.
- analyze and communicate appropriate information to managers, investors, creditors, and other interested parties utilizing a variety of reports.
- audit financial statements and express appropriate opinions on those statements.
- integrate the principles of business, business law, ethics, and economics into accounting functions.
- apply accounting standards and techniques to one or more specialized areas of accounting.

Career Opportunities

The Accounting degree is designed for a variety of student objectives. The degree includes courses required for immediate employment in accounting positions. Also, these courses meet the requirements of governmental employers for promotional exams. Students seeking transfer to four-year universities will meet the transfer requirements of Financial Accounting (ACCT 301) and Managerial Accounting (ACCT 311). Individuals with existing Bachelor's Degrees can also use these courses to meet the requirements to take the exam for Certified Public Accountant.

Requirements for Degree	36 Units
ACCT 103 Intermediate Accounting - Part I.....	4
ACCT 104 Intermediate Accounting - Part II.....	4
ACCT 107 Auditing.....	3
ACCT 111 Cost Accounting.....	3
ACCT 301 Financial Accounting (4).....	4
or ACCT 481 Honors Financial Accounting (4)	
ACCT 311 Managerial Accounting (4).....	4
or ACCT 482 Honors Managerial Accounting (4)	
ACCT 361 Ethics, Fraud, and Legal Issues for Accountants.....	3
BUS 110 Business Economics (3).....	3
or ECON 302 Principles of Macroeconomics (3)	
And a minimum of 8 units from the following:	8
ACCT 101 Fundamentals of College Accounting (3)	
ACCT 108 Careers in Accounting (2)	
ACCT 121 Payroll Accounting (3)	
ACCT 124 Individual Income Tax Return Preparation (1)	
ACCT 125 Federal and State Taxation (4)	
ACCT 127 Volunteer Income Tax Assistance (VITA) (2)	
ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts (4)	
ACCT 153 Governmental Accounting (3)	

ACCT 341	Computerized Accounting (2)
ACCT 343	Computer Spreadsheet Applications for Accounting (2)

Associate Degree Requirements: The Accounting Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements

Accounting Certificate

The Accounting certificate provides occupational training and preparation for entry level clerical and technical positions in various accounting careers. The program provides a strong background in fundamental accounting concepts and typical accounting computer applications. In addition, the program provides various specialized accounting topics to meet career individual goals.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- evaluate and perform all steps in the financial accounting cycle.
- compile and analyze costs within a company.
- analyze and communicate appropriate information to managers, investors, creditors, and other interested parties utilizing a variety of reports.
- audit financial statements and express appropriate opinions on those statements.
- integrate the principles of business law and ethics into accounting functions
- apply accounting standards and techniques to one or more specialized areas of accounting.

Career Opportunities

The Accounting certificate includes courses required for immediate employment in accounting positions. Also, these courses meet the requirements of governmental employers for promotional exams. Students seeking transfer to four-year universities will meet the transfer requirements of Financial Accounting (ACCT 301) and Managerial Accounting (ACCT 311). Individuals with existing Bachelor's Degrees can also use these courses to meet the requirements to take the Certified Public Accountant exam.

Requirements for Certificate	36 Units
ACCT 103 Intermediate Accounting - Part I.....	4
ACCT 104 Intermediate Accounting - Part II.....	4
ACCT 107 Auditing.....	3
ACCT 111 Cost Accounting.....	3
ACCT 301 Financial Accounting (4).....	4
or ACCT 481 Honors Financial Accounting (4)	
ACCT 311 Managerial Accounting (4).....	4
or ACCT 482 Honors Managerial Accounting (4)	
ACCT 361 Ethics, Fraud, and Legal Issues for Accountants.....	3
BUS 110 Business Economics (3).....	3
or ECON 302 Principles of Macroeconomics (3)	

(continued on next page)

(Accounting Certificate continued)

And a minimum of 8 units from the following:8

ACCT 101	Fundamentals of College Accounting (3)	3
ACCT 108	Careers in Accounting (2)	2
ACCT 121	Payroll Accounting (3)	3
ACCT 124	Individual Income Tax Return Preparation (1)	1
ACCT 125	Federal and State Taxation (4)	4
ACCT 127	Volunteer Income Tax Assistance (VITA) (2)	2
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts (4)	4
ACCT 153	Governmental Accounting (3)	3
ACCT 341	Computerized Accounting (2)	2
ACCT 343	Computer Spreadsheet Applications for Accounting (2)	2

Accounting Clerk Certificate

The Accounting Clerk certificate provides fundamental occupational training and preparation for entry level accounting clerk positions. The program includes basic accounting and specialized courses designed for the accounting workplace, including small business accounting, technology, and basic business principles.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- analyze and record accounting transactions
- prepare appropriate management reports
- process payroll and complete all appropriate reports
- maintain small business records using accounting computer programs
- incorporate basic business and communications skills into the accounting workplace

Requirements for Certificate **18 Units**

ACCT 101	Fundamentals of College Accounting.....	3
ACCT 121	Payroll Accounting.....	3
ACCT 341	Computerized Accounting.....	2
BUS 105	Business Mathematics.....	3
BUS 310	Business Communications.....	3
CISA 315	Introduction to Electronic Spreadsheets.....	2
A minimum of 2 units from the following:2		
ACCT 108	Careers in Accounting (2)	2
ACCT 343	Computer Spreadsheet Applications for Accounting (2)	2
ACCT 498	Work Experience in Accounting (1 - 4)	4
BUSTEC 310	Introduction to Word/Information Processing (1 - 3)	3
CISA 305	Beginning Word Processing (2)	2

Taxation Certificate

The Taxation certificate is designed to provide occupational training and continuing education in the areas of tax preparation and consulting. Courses in this program provide a background in personal, corporate, partnership, and estate taxes, as well as work experience in the field of taxation. Practical experience is obtained through required participation in the Volunteer Income Tax Assistance (VITA) program.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- assemble federal and California individual income tax returns.
- prepare federal and California corporate and partnership income tax returns.
- produce federal estate, gift, and trust tax returns.
- research federal and state tax issues.

- advise and assist clients with federal and state income tax returns and tax planning.

Requirements for Certificate **13 Units**

ACCT 125	Federal and State Taxation.....	4
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts.....	4
ACCT 301	Financial Accounting.....	4
A minimum of 1 unit from the following: 1 ¹		
ACCT 498	Work Experience in Accounting (1-4)	4
BUS 498	Work Experience in Business (1-4)	4
WEXP 498	Work Experience in (Subject) (1-4)	4
ACCT 127	Volunteer Income Tax Assistance (VITA) (2)	2

¹Enrollment in ACCT 498, BUS 498, or WEXP 498 with income tax work experience may be substituted with approval of the VITA coordinator.

Accounting

ACCT 101 Fundamentals of College Accounting 3 Units

Advisory: BUS 105 or MATH 100; and ENGRD 102 or 103; and ENGRD 116 or ESLR 320 and ESLW 320

Hours: 54 hours LEC

This is an introductory course in small business accounting. It covers the accounting cycle for service and merchandising businesses. Topics include the general journal, the general and subsidiary ledgers, and adjusting, correcting, and closing journal entries. Income statements, statements of owner equity and balance sheets are prepared and analyzed. Additional topics include cash management and bank reconciliations, sales and purchase discounts, sales taxes, and payroll. This course is required for accounting degree and certificate candidates.

ACCT 103 Intermediate Accounting – Part I 4 Units

Prerequisite: ACCT 301 with a grade of “C” or better

Hours: 72 hours LEC

This course continues the study and evaluation of financial statements with emphasis on cash flows, receivables, liabilities, inventory, and long-term assets. This course is typically offered in the Fall semester only.

ACCT 104 Intermediate Accounting – Part II 4 Units

Prerequisite: ACCT 301 with a grade of “C” or better

Advisory: ACCT 103

Hours: 72 hours LEC

This course continues the study and evaluation of financial statements with emphasis on long-term assets, equity, income tax, and financial statement evaluation. This course is typically offered in the Spring semester only.

ACCT 107 Auditing 3 Units

Prerequisite: ACCT 301 with a grade of “C” or better

Advisory: ACCT 103 and 104

Hours: 54 hours LEC

This course on auditing practice and theory emphasizes attestation audits of financial statements and the accompanying footnotes. Topics include Generally Accepted Auditing Standards (GAAS), ethics, legal issues, audit planning and methodology, internal control analysis, sampling, and auditors’ reports. Additional topics include specific auditing objectives and tests of assets, liabilities, equity, revenues, and expenses.

ACCT 108 Careers in Accounting**2 Units***Hours: 36 hours LEC*

This course covers the role of the accountant in today's business environment, the different jobs accountants do, and the types of employment opportunities available for accountants in public, private for-profit, private non-profit, and governmental accounting. Topics include the outlook for careers in accounting, what employers look for in employees, what employers look for in accountants, how people prepare to become accountants, and the licenses for accountants in various areas of the profession. This course is typically offered fall semester only.

ACCT 109 Professional Ethics for Accountants **1 Unit***Prerequisite: ACCT 301 with a grade of "C" or better**Advisory: ACCT 107**Hours: 18 hours LEC*

This course provides a framework for ethics in the accounting profession. Topics include ethics of accountants, auditors, and organizations including ethical expectations, professional responsibilities, and ethical decision making. The course emphasizes the California Accountancy Act, including the impact of statutes, regulations, and cases on current practice situations. The provisions of the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct are reviewed and examined through rulings and cases. High-profile cases, including Enron, and other ethical lapses are evaluated. Codes of conduct from the Institute of Management Accountants and Institute of Internal Auditors are reviewed, evaluated, and compared to those of the AICPA.

ACCT 111 Cost Accounting**3 Units***Prerequisite: ACCT 311 with a grade of "C" or better**Hours: 54 hours LEC*

This course is a continuation of managerial and cost accounting systems. Emphasis is placed on the development of quantitative information needed by managers for analyzing, planning, operating, and controlling manufacturing and service related businesses. This course is usually offered Spring semester only.

ACCT 121 Payroll Accounting**3 Units***Prerequisite: ACCT 101, 301, or 481 with a grade of "C" or better**Hours: 54 hours LEC*

This course covers current practices in payroll accounting and tax reporting, including federal and state laws that affect payroll records and reports. Topics include both manual and computer payroll systems with hands-on computer applications.

ACCT 124 Individual Income Tax Return Preparation**1 Unit***Hours: 18 hours LEC*

This course covers basic income tax concepts, laws, and regulations, with a focus on preparing federal and California individual income tax returns. Topics include filing status, exemptions, gross income, adjustments, standard and itemized deductions, credits, payments, tax planning strategies, and electronic tax return preparation and submission. Students interested in California Tax Education Council certification should complete ACCT 125.

ACCT 125 Federal and State Taxation**4 Units***Hours: 72 hours LEC*

This course covers federal and California tax regulations pertaining to individual returns. Topics include filing of returns, income and adjustments, itemized deductions, and gains and losses. It meets the qualifying education requirement of the California Tax Education Council.

ACCT 127 Volunteer Income Tax Assistance (VITA)**2 Units***Prerequisite: ACCT 124 or 125 with a grade of "C" or better**Hours: 24 hours LEC; 36 hours LAB*

This course prepares students to qualify as tax preparers and conduct and manage a Volunteer Income Tax Assistance (VITA) program recognized by the Internal Revenue Service (IRS). Students assist taxpayer-clients in the preparation and electronic filing of both federal and California income tax returns. This course may be taken two times for credit as long as the course is taken at a different IRS training level.

ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts **4 Units***Prerequisite: ACCT 125 and 301 with grades of "C" or better**Hours: 72 hours LEC*

This course provides a continuing study of federal and state income tax compliance with an emphasis on the taxation of business entities including corporations, partnerships, limited liability companies, S-corporations, estates and trusts. Topics include related party transactions, filing requirements, differences in book and taxable income, tax computation, available credits, tax elections, and working with the Internal Revenue Service on tax administration matters.

ACCT 131 Fundamental Payroll Administration**1.5 Units***Advisory: ACCT 101; ENGWR 102 or 103 and ENGRD 116 OR**ESLR 320 and ESLW 320; ESLL 320; MATH 100 or BUS 105**Hours: 27 hours LEC*

This course covers the core activities that pertain to payroll processing under the Fair Labor Standards Act (FLSA) and Federal tax law. Topics include exempt and non-exempt employee classifications, overtime pay requirements, Federal Income Tax withholding calculations, box by box instructions for Federal Form W-2, and accounting related payroll transactions.

ACCT 132 Intermediate Payroll Administration**1.5 Units***Prerequisite: ACCT 131 with a grade of "C" or better**Advisory: ACCT 101; ENGWR 102 or 103 and ENGRD 116 OR**ESLR 320 and ESLW 320; ESLL 320; MATH 100 or BUS 105**Hours: 27 hours LEC*

This course covers the intermediate payroll skills and expands knowledge and application skills in the areas of Federal law and regulatory compliance. Topics include the employer-employee relationship, taxable and nontaxable compensation, recordkeeping and record retention, paying the employee, involuntary deductions and depositing and reporting withheld taxes.

ACCT 133 Advanced Payroll Administration **1.5 Units***Prerequisite: ACCT 132 with a grade of "C" or better**Advisory: ACCT 101; ENGWR 102 or 103 and ENGRD 116 OR**ESLR 320 and ESLW 320; ESLL 320; MATH 100 or BUS 105**Hours: 27 hours LEC*

This course addresses the application skills and knowledge necessary for advanced level work in the payroll field. Topics include an emphasis on enforcement and penalties for employers, health, welfare, and retirement benefits, unemployment insurance, Sarbanes-Oxley compliance, accounting financial statements, payroll systems and technology, managing a payroll department, and payroll for U.S. employees abroad and aliens in the U.S.

ACCT 134 California Payroll Administration 1.5 Units

Prerequisite: ACCT 131 with a grade of "C" or better
Advisory: ACCT 101; ENGWR 102 or 103 and ENGRD 116 OR ESLR 320 and ESLW 320; ESLL 320; MATH 100 or BUS 105
Hours: 27 hours LEC

This course addresses the complex knowledge necessary for processing payroll for employees in the state of California based on the state's strict wage and hour requirements. Topics include an emphasis on Department of Industrial Relations enforcement guidelines, calculating overtime based on state wage and hour laws, garnishment guidelines, state disability, state income tax withholding, state unemployment, and alternative work weeks.

ACCT 153 Governmental Accounting 3 Units

Prerequisite: ACCT 301 or 481 with a grade of "C" or better
Advisory: ENGWR 102 and ENGRD 116, OR ESLR 320 and ESLW 320; ESLL 320; MATH 100 or BUS 105
Hours: 54 hours LEC

This course covers accounting and financial reporting for governmental units and institutions with emphasis on the accounting standards prescribed by the Governmental Accounting Standards Board (GASB). Additional topics include governmental budgeting and budgetary controls.

ACCT 301 Financial Accounting 4 Units

Advisory: ACCT 101; ENGWR 102 and ENGRD 116 OR ESLR 320 and ESLW 320; MATH 100 or BUS 105
Course Transferable to UC/CSU
Hours: 72 hours LEC

This course covers accounting systems and the preparation and interpretation of financial statements primarily for external uses by stockholders, creditors, regulators, and other stakeholders. It includes accounting for assets, liabilities, equity, revenues, and expenses. Accounting systems, internal control, forms of business organization, and financial statement analysis tools are also discussed. This course is not open to students who have taken ACCT 481.

ACCT 311 Managerial Accounting 4 Units

Prerequisite: ACCT 301 or 481 with a grade of "C" or better
Course Transferable to UC/CSU
Hours: 72 hours LEC

This course covers accounting information used by managers, sources of this information, and how this information is used by managers in making business decisions. Topics include cost concepts and reporting of costs, costing systems, the analysis and use of cost information in decision-making, cost-volume-profit analysis, contribution margin, profit planning and capital budgeting, standard costs, and financial statement analysis. This course is not open to students who have taken ACCT 482.

ACCT 341 Computerized Accounting 2 Units

Prerequisite: ACCT 101 or 301 with a grade of "C" or better
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB

This course emphasizes the major areas of a computerized accounting system, general ledger, revenues and accounts receivable, expenses and accounts payable, fixed assets and depreciation, payroll, banking and bank reconciliations, job costing, adjusting and closing entries, and financial statements. It provides practical experience in the use of master files, transactions, and reports. Individual sections of this course use software designed for small businesses such as QuickBooks, Peachtree, or other contemporary accounting systems.

ACCT 343 Computer Spreadsheet Applications for Accounting 2 Units

Corequisite: ACCT 301 or 481
Advisory: CISA 315; ENGWR 102 and ENGRD 116 OR ESLR 320 and ESLW 320; ESLL 320; MATH 100 or BUS 105
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB

This course combines the study of accounting and computer spreadsheets. Projects include topics in financial accounting, managerial accounting, and financial analysis. The course focuses on accuracy, clarity, creativity, adaptability, and presentation skills.

ACCT 361 Ethics, Fraud, and Legal Issues for Accountants 3 Units

Advisory: ACCT 107 and 301
Course Transferable to CSU
Hours: 54 hours LEC

This course explores ethics, fraud, and legal issues that must be addressed by accountants, including exploration through case studies. Topics in ethics include ethical foundations as well as the unique ethical requirements of professional organizations and the California Board of Accountancy. The course also examines the legal liability of accountants. A variety of case studies are evaluated to gain perspective into ethical lapses, fraud, and legal liability.

ACCT 481 Honors Financial Accounting 4 Units

Prerequisite: Placement into ENGWR 480 through the assessment process
Advisory: ACCT 101; MATH 100 or BUS 105
Course Transferable to UC/CSU
Hours: 72 hours LEC

This course covers accounting systems and the preparation and interpretation of financial statements primarily for external uses by stockholders, creditors, regulators, and other stakeholders. It includes accounting for assets, liabilities, equity, revenues, and expenses. Emphasis is placed on examination, development, and use of accounting systems, internal controls, and resulting financial statements. Special consideration will be given to financial statement analysis tools and the impact of ethics and fraud on financial reporting. This course provides enhanced exposure to Financial Accounting curriculum appropriate for the intensive study of the Honors Program. This course is not open to students who have already completed ACCT 301.

ACCT 482 Honors Managerial Accounting 4 Units

Prerequisite: ACCT 301 (Financial Accounting) with a grade of "C" or better and placement into ENGWR 480, or ACCT 481 (Honors Financial Accounting) with a grade of "C" or better
Course Transferable to UC/CSU
Hours: 72 hours LEC

This course continues the study of accounting with coverage of accounting information used by managers, sources of this information, and how this information is used by managers in making business decisions. Topics include cost concepts and reporting of costs, costing systems, the analysis and use of cost information in decision-making, cost-volume-profit analysis, contribution margin, profit planning and capital budgeting, standard costs, and financial statement analysis. This course provides enhanced exposure to Financial Accounting curriculum appropriate for the intensive study of the Honors Program. This course is not open to students who have already completed ACCT 311.

ACCT 498 Work Experience in Accounting 1-4 Units*Prerequisite: None**Enrollment Limitation: Must be enrolled in a minimum of 7 units at ARC**General Education: AAIAS Area III(b)**Course Transferable to CSU**Hours: 18 hours LEC; 225 hours LAB*

This course is supervised work experience in accounting for the purpose of practical experience in accounting careers. Students must be employed in a paid or volunteer work experience environment. This course may be taken twice for a maximum of 8 units.

Finance

FIN 310 Financial Planning – Insurance 3 Units*Advisory: BUS 320**Course Transferable to CSU**Hours: 54 hours LEC*

This course introduces risk management and insurance decisions in personal financial planning. Topics include insurance for life, health, disability, property and liability risks, as well as annuities, group insurance, and long term care.

FIN 320 Financial Planning – Investments 3 Units*Advisory: BUS 320**Course Transferable to CSU**Hours: 54 hours LEC*

This course introduces investment planning in the personal financial planning process. The course covers the various types of securities traded in financial markets, investment theory and practice, portfolio construction and management, and investment strategies and tactics.

FIN 330 Financial Planning – Retirement Planning 3 Units*Advisory: BUS 320**Course Transferable to CSU**Hours: 54 hours LEC*

This course introduces retirement planning in the personal financial planning process. The course provides an understanding of public and private retirement plans. The public plans include Social Security, Medicare and Medicaid. The private plans include defined benefit and defined contribution plans and their regulatory provisions. Additional topics include the issues that individuals face in retirement such as life-style choices and medical issues.

FIN 350 Financial Planning – Estate planning 3 Units*Advisory: BUS 320**Course Transferable to CSU**Hours: 54 hours LEC*

This course focuses on the efficient conservation and transfer of wealth, consistent with the individual's goals. The legal, tax, financial and non-financial aspects of estate planning are covered, including trusts, wills, probate, advanced directives, charitable giving, wealth transfers and related taxes.

FIN 380 Financial Planning – The Comprehensive Financial Plan 2 Units*Prerequisite: ACCT 125, FIN 310, FIN 320, FIN 330, and FIN 350 with grades of "C" or better**Advisory: CISC 300**Course Transferable to CSU**Hours: 27 hours LEC; 27 hours LAB*

This is a capstone course in financial planning for individuals. Skills and knowledge from all previous courses in individual financial planning are utilized to develop a comprehensive financial plan for an individual or family. The end product of the course is a comprehensive financial plan prepared using financial planning software.

Property Tax

PROPTX 310 Introduction to Appraising for Property Tax Purposes 1.5 Units*Course Transferable to CSU**Hours: 30 hours LEC*

This course introduces the basic principles of property tax appraisal. It covers the economic aspects and legal definitions of market value, California Property Tax Laws and Regulations, the appraisal process, and methods of valuation. It is designed to meet the California Board of Equalization training requirements for County property tax appraisers.

PROPTX 311 Appraisal of Machinery & Equipment 1.5 Units*Course Transferable to CSU**Hours: 32 hours LEC*

This course covers the principles of property tax appraisal for tax assessment of personal property and fixtures. Topics include the economic aspects and legal definitions of market value, California Property Tax Laws and Regulations, the appraisal process, and methods of valuation. It is designed to meet the California Board of Equalization training requirements for county property tax auditor-appraisers and appraisers.