

Area: Computer Science & Information Technology
 Dean: Barbara Blanchard
 Phone: (916) 484-8361
 Counseling: (916) 484-8572

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

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.

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 universities will meet the transfer requirements of financial accounting (ACCT 301) and managerial accounting (ACCT 311). Individuals with existing Bachelors Degrees can also use these courses to meet the requirements to take the exam for Certified Public Accountant.

Requirements for Degree	42 Units
ACCT 101	Fundamentals of College Accounting 3
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
ACCT 311	Managerial Accounting 4
BUS 110	Business Economics (3) 3
or ECON 302	Principles of Macroeconomics (3)
BUS 300	Introduction to Business..... 3
BUS 340	Business Law 3
And a minimum of 8 units from the following: 8	
ACCT 108	Careers in Accounting (1)
ACCT 109	Professional Ethics for Accountants (1)
ACCT 121	Payroll Accounting (3)
ACCT 125	Federal and State Taxation (4)
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts (4)
ACCT 153	Governmental Accounting (3)
ACCT 341	Accounting on the Microcomputer (2)
ACCT 343	Computer Spreadsheet Applications for Accounting (2)
ACCT 498	Work Experience (1)

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.

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 exam for Certified Public Accountant.

Requirements for Certificate	27 Units
ACCT 101	Fundamentals of College Accounting 3
ACCT 301	Financial Accounting 4
ACCT 311	Managerial Accounting 4
ACCT 341	Accounting on the Microcomputer..... 2
ACCT 343	Computer Spreadsheet Applications for Accounting..... 2
BUS 340	Business Law 3
And a minimum of 9 units from the following: 9	
ACCT 103	Intermediate Accounting - Part I (4)
ACCT 104	Intermediate Accounting - Part II (4)
ACCT 107	Auditing (3)
ACCT 108	Careers in Accounting (1)
ACCT 109	Professional Ethics for Accountants (1)
ACCT 111	Cost Accounting (3)
ACCT 121	Payroll Accounting (3)
ACCT 125	Federal and State Taxation (4)
ACCT 128	Taxation of Corporations, Partnerships, Estates, and Trusts (4)
ACCT 153	Governmental Accounting (3)

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.

Requirements for Certificate	18 Units
ACCT 101	Fundamentals of College Accounting 3
ACCT 121	Payroll Accounting 3
ACCT 341	Accounting on the Microcomputer 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 (1)
ACCT 343	Computer Spreadsheet Applications for Accounting (2)
ACCT 498	Work Experience in Accounting (1 - 4)
BUSTEC 310	Introduction to Word/Information Processing (1 - 3)
CISA 305	Beginning Word Processing (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.

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
And a minimum of 1 unit from the following:		1 ¹
ACCT 498	Work Experience in Accounting (1-4)	
BUS 498	Work Experience in Business (1-4)	
WEXP 498	Work Experience in (subject) (1-4)	
ACCT 127	Volunteer Income Tax Assistance (2)	

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

ACCT 101 Fundamentals of College Accounting **3 Units**

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

Hours: 54 hours LEC

This is a beginning accounting course that emphasizes small business applications. It covers the accounting cycle for a service business and for a merchandising business. The general journal, special journals, the general ledger, and subsidiary ledgers are covered: the preparation of adjustments and worksheet, closing entries, correcting entries, financial statements, bank statement reconciliation, and payroll; and calculations for interest, sales discounts, purchases discounts, sales taxes, and payroll taxes.

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), audit planning and methodology, ethics, and legal issues. This course is typically offered Fall semester only.

ACCT 108 Careers in Accounting **1 Unit**

Hours: 18 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 accounting, private, for-profit accounting, private, non-profit accounting, 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 designations/licenses for accountants in various areas of the profession.

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 with a grade of "C" or better.

Advisory: CISA 315.

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 125 Federal and State Taxation **4 Units**

Prerequisite: ACCT 301 with a grade of "C" or better.

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. This course has been approved by the California Tax Education Council.

ACCT 127 Volunteer Income Tax Assistance (VITA) **2 Units**

Corequisite: ACCT 125

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.

ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts 4 Units

Prerequisite: ACCT 125 with a grade 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 fiduciary 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 141 Quick Books (R) for Small Business 1 Unit

Same As: BUS 230.

Advisory: ENGWR 102 or 103 or ESLR 320 and ESLW 320; BUS 350.

Hours: 18 hours LEC

This class will emphasize the use of Quick Books (R) to aid the small business operator in creating financial statements and other financial reports. Not open to students who have taken BUS 230.

ACCT 153 Governmental Accounting 3 Units

Prerequisite: ACCT 301 with a grade of "C" or better.

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. This course is typically offered Spring semester only.

ACCT 301 Financial Accounting 4 Units

Advisory: ACCT 101; ENGWR 102 or 103 and ENGRD 116 or ESLR 320 and ESLW 320; MATH 100 or BUS 105.

General Education: TCSU BUS 110

Course Transferable to UC/CSU

Hours: 72 hours LEC

Financial accounting for business administration and accounting majors covers accounting systems and preparation and interpretation of financial statements and other summary reports. It includes units in receivables and payables, inventories, depreciation, systems and controls, payroll, forms of business organization, stocks and bonds, and cash flows. Business Administration majors with an accounting concentration planning to transfer should have completed 30 units of course work prior to enrolling. (CAN BUS 2) (BUS SEQ A Sum of CAN Bus 2 and Bus 4)

ACCT 311 Managerial Accounting 4 Units

Prerequisite: ACCT 301 with a grade of "C" or better.

General Education: TCSU BUS 120

Course Transferable to UC/CSU

Hours: 72 hours LEC

This course continues the study of accounting theory with special emphasis on the types of accounting information used by managers, sources of information, and how this information is used by managers in making business decisions. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, capital budgeting, and statement analysis. (CAN BUS 4) (BUS SEQ A Sum of CAN Bus 2 and Bus 4)

ACCT 341 Accounting on the Microcomputer 2 Units

Prerequisite: ACCT 101 or 301 with a grade of "C" or better.

Advisory: CISC 300.

Course Transferable to CSU

Hours: 27 hours LEC; 27 hours LAB

This course introduces accounting systems on the personal computer. It covers PC accounting and reporting for customer, vendor, and employee, banking, and general ledger activities. Topics include the master files, data records, and technologies of automated systems. The course compares and contrasts manual and automated accounting systems, and explores the commonalities of automated systems in general. This course may be taken twice on different software applications or versions.

ACCT 343 Computer Spreadsheet Applications for Accounting 2 Units

Prerequisite: CISA 315 with a grade of "C" or better.

Corequisite: ACCT 301.

Course Transferable to CSU

Hours: 27 hours LEC; 27 hours LAB

This course combines the study of accounting and computer spreadsheets. Projects include business transactions, accounts receivable, inventory, payroll, special journals, financial statements, financial analysis, and other accounting topics. The course focuses on accuracy, clarity, creativity, adaptability, and presentation skills.

ACCT 498 Work Experience in Accounting 1-4 Units

General Education: AA/AS Area III(b)

Enrollment Limitation: Must be enrolled in a minimum of 7 units at ARC.

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.