

Explore ALL of Your Options!

The business world today places high value on accounting and business knowledge and skill-sets. The Accounting and Business Administration Department at Santa Ana College offers many degrees and programs that include certifications, licensures, and internship opportunities that will prepare you for the demanding business environment. Find out more about these degrees and programs:

DEGREES:

- Accounting – AS
- Business Administration – AS-T
- Business Administration – AS

CERTIFICATES:

- Accounting and Financial Planning
- Computerized Accounting – QuickBooks
- Computerized Bookkeeping – QuickBooks
- Enrolled Agent
- General Accounting
- General Bookkeeping
- Professional Accounting - Accounting Study & Ethics
- Professional Accounting - Accounting Subjects
- Professional Accounting - Business Subjects
- Tax Preparer

For more details, see the college catalog at sac.edu or visit our department website at sac.edu/accba

sac.edu/accba

Email us for an appointment or stop by and speak to one of our dedicated and caring faculty

Our offices are located in A-107

Jinhee Trone, CPA, M.Ed.

Trone_Jinhee@sac.edu | 714-564-6762

Mark McCallick, CPA, CGMA

McCallick_Mark@sac.edu | 714-564-6788

John Strong, CPA

Strong_John@sac.edu | 714-564-6780

Linda Sung, JD, CPA

Sung_Linda@sac.edu | 714-564-6771

SAC Business Counselors

Daniel Peraza • Jennette Lona • Maria Rios

714-564-6254

- Get help planning class schedules
- Set education and career goals
- Complete graduation forms
- Learn about financial aid and support services

SAC Internship Program – A-107-4

sac.edu/internships | internships@sac.edu

To request this document in an alternate format, please contact (714) 564-5527 or wall_brin@sac.edu

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1530 W. 17th Street, Santa Ana, CA 92706 • sac.edu

VOLUNTEER INCOME TAX ASSISTANCE PROGRAM



REV. 12.11.19

Accounting & Business Administration Department

sac.edu/accba

Volunteer Income Tax Assistance (VITA)

IRS SPONSORED VOLUNTEER INCOME TAX ASSISTANCE (VITA)

program is designed to be a cost-free income tax assistance service to low-moderate income, elderly, military, non-English speaking, and disabled taxpayers. Our goal is twofold: To provide outstanding free tax preparation service to low income taxpayers in our community and to provide our students with quality experiential learning experience in the field of taxation.

The volunteer opportunity provides students with hands-on experience not only preparing the returns for clients but also develop and enhance a number of soft skills such as problem solving, teamwork, critical thinking and leadership which are considered valuable to entry-level accounting and business professionals. Students gain both marketable workplace skills as well as the benefits that come from giving back to their community. Students are also able to build a solid resume after participating in VITA.



TO OUR COMMUNITY

- To meet the needs of our underserved and underprivileged population of our community.

TO OUR COLLEGE

- To feature Santa Ana College as a beacon for quality education and service to the community

TO OUR STUDENTS

- To provide leadership, knowledge and practical experience.
- To show the importance of making a difference.

HOW TO VOLUNTEER WITH VITA

Step 1

- Register for SAC Internship Program at: sac.edu/internships

Step 2

- Submit your resume, cover letter, and unofficial transcripts to the SAC Internship Coordinator at internships@sac.edu
- Complete the **VITA Interest Form** at sac.edu/internships to join our mailing list.

Step 3

- Register for ACCT 125 – Volunteer Income Tax Assistance
- **REQUIRED:** Completion one of the following: ACCT 104, ACCT 108, ACCT 124, ACCT 125

Step 4

- Register for - ACCT 106 Work Experience Course
- Complete IRS VITA Tax Certification (free)
- Complete IRS VITA Tax Ethics Certification (free)
- Complete Client Intake Certification (free)
- Complete Basic & Advanced Tax Preparation Certification (free)
- Complete HSA (Health Savings Account) Certification (free)

For more information, contact Theresa Hagelbarger at internships@sac.edu or visit the SAC Internship

Office A-107-4

