

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

RSCCD is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.
To view our Nondiscrimination Policy, visit rsccd.edu/NDP



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

**ASSOCIATE IN SCIENCE
DEGREE**

**ACCOUNTING
CERTIFICATES**



**Accounting & Business
Administration Department**

sac.edu/accba

REV: 12.11.19

ACCOUNTING

ACCOUNTING DEGREE (AS)

The associate degree in accounting prepares students for entry-level positions and promotional opportunities in accounting, taxation, and administrative departments of businesses in areas such as manufacturing, merchandising, financial service, wholesale trades, and government. Specialized training in accounting enables students to maintain accounting records and develop financial reports and make effective use of financial information for analysis and decision-making. Entry-level employment opportunities include positions in accounts receivable and accounts payable, payroll, income tax preparation, and cost accounting. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation, and financial statement analysis.

Required Core Courses:		Units
ACCT 101	Financial Accounting	4
ACCT 102	Managerial Accounting	4
ACCT 104	Federal and California Taxes	4
ACCT 210	Accounting Information Systems	3
BUS 150	Introduction to Information Systems and Applications	3
MGMT 122	Business Communications	3
	– or –	
BUS 222	Business Writing	3
Select a minimum of 3 units from the following electives:		Units
ACCT 108	Tax Practices and Procedures	3
ACCT 113	Intermediate Income Taxes – Corporations	2
ACCT 114	Intermediate Income Taxes - Partnerships and LLCs	2
ACCT 124	Computerized Income Tax Preparation	1
ACCT 125	Volunteer Income Tax Assistance (VITA) I	2
ACCT 204	Managerial Cost Accounting	3
ACCT 205	Intermediate Accounting I	3
ACCT 206	Intermediate Accounting II	3
ACCT 211	Auditing	3
ACCT 212	Accountants' Ethics and Responsibilities	4

Students intending to obtain a bachelor's degree in Accounting or Business are advised to meet with a counselor, and to also look at the degree requirements listed in the catalog of the transfer university of their choice.

Total Units 24 -25

GENERAL ACCOUNTING CERTIFICATE

A certificate in accounting prepares students for entry-level positions and promotional opportunities in accounting, taxation, and administrative departments of businesses in public and private sector areas such as manufacturing, merchandising, financial service, wholesale trades, and government. Specialized training in accounting and finance principles and practices enables students to maintain accounting records and develop financial reports and make effective use of financial information for analysis and decision-making. Entry-level employment opportunities include positions in accounts receivable/payable, payroll, income tax preparation, cost accounting, and a number of trainee positions. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation, and financial statement analysis.

Required Core Courses:		Units
ACCT 101	Financial Accounting	4
ACCT 102	Managerial Accounting	4
BUS 222	Business Writing	3
	– or –	
MGMT 122	Business Communications	3
ACCT 210	Accounting Information Systems	3
	– or –	
BA 188	Microsoft Excel	2
	– and –	
BA 189	Advanced Microsoft Excel	2
Select a minimum of 5 units from the following:		Units
ACCT 032	Payroll Accounting	1
ACCT 035	QuickBooks I	2
ACCT 036	QuickBooks II	2
ACCT 104	Federal and California Taxes	4
ACCT 108	Tax Practices and Procedures	3
ACCT 113	Intermediate Income Taxes – Corporations	2
ACCT 114	Intermediate Income Taxes - Partnerships and LLCs	2
ACCT 124	Computerized Income Tax Preparation	1
ACCT 204	Managerial Cost Accounting	3
ACCT 205	Intermediate Accounting I	3
ACCT 206	Intermediate Accounting II	3
ACCT 211	Auditing	3
ACCT 212	Accountants' Ethics and Responsibilities	4

Students intending to obtain a bachelor's degree in Accounting or Business are advised to meet with a counselor and to also look at the degree requirements listed in the catalog of the transfer university of their choice. Students planning to transfer to four-year institutions should strongly consider taking Business 222, Business Writing, to meet the communication requirement.

Total Units 19 -20

ACCOUNTING AND FINANCIAL PLANNING CERTIFICATE

A certificate in accounting prepares students for entry-level positions and promotional opportunities in accounting, taxation, and administrative departments of businesses in public and private sector areas such as manufacturing, merchandising, financial service, wholesale trades, and government. Specialized training in accounting and finance principles and practices enables students to maintain accounting records and develop financial reports and make effective use of financial information for analysis and decision-making. Entry-level employment opportunities include positions in accounts receivable/payable, payroll, income tax preparation, cost accounting, and a number of trainee positions. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation, and financial statement analysis.

Take ALL of the following courses:		Units
ACCT 101	Financial Accounting	4
ACCT 104	Federal and California Taxes	4
BUS 130	Personal Finance	3
BUS 160	Introduction to Stock and Bond Investments	3
Select one of the following courses:		Units
ACCT 102	Managerial Accounting	4
BUS 140	Principles of Finance	3
		Total Units 17-18

